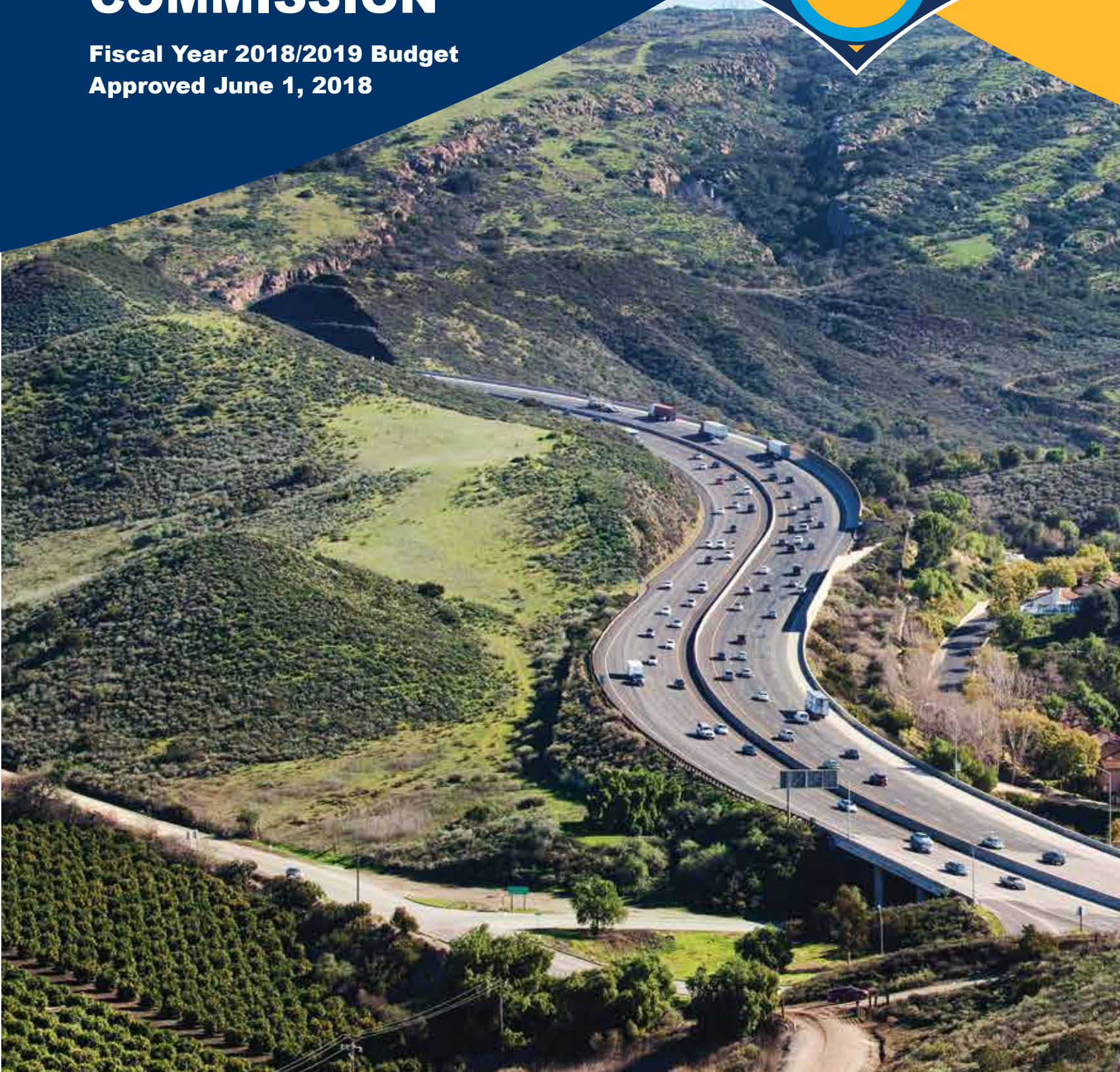


# **VENTURA COUNTY TRANSPORTATION COMMISSION**

**Fiscal Year 2018/2019 Budget  
Approved June 1, 2018**



## **SERVING:**

**Camarillo, Fillmore, Moorpark, Ojai, Oxnard, Port Hueneme, San Buenaventura, Santa Paula, Simi Valley, Thousand Oaks and the County of Ventura.**



# VENTURA COUNTY TRANSPORTATION COMMISSION

*“Transforming Transportation in Ventura County, California”*

## FISCAL YEAR 2018/2019 BUDGET

Presented by:

Darren Kettle, Executive Director  
Sally DeGeorge, Finance Director



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## EXECUTIVE BUDGET SUMMARY

June 1, 2018

Honorable Commissioners  
Ventura County Transportation Commission  
Subject: Fiscal Year 2018/2019 Annual Budget

Dear Commissioners:

The Fiscal Year 2018/2019 Ventura County Transportation Commission Annual Budget is hereby presented to the Commission for consideration and approval. This budget was developed not only as a fiscal document but to reflect the many goals, programs and priorities VCTC has set to serve its community and fulfill its mission. As presented, the Fiscal Year 2018/2019 Budget is a balanced budget and maintains existing service levels. The total annual budget for this fiscal year is approximately \$74.7 million, a nine percent increase from the prior year and has no bond debt obligation.

As required by the VCTC Administrative Code, the proposed Draft Budget was reviewed by the VCTC Finance Committee on March 28, 2018 in advance of being presented to the full Commission which included a public hearing at the meeting on April 6, 2018. The Finance Committee reviewed the proposed Final Budget on May 23, 2018. As staff has prepared this final budget, we have done so with very conservative revenue assumptions in an effort to minimize the chances of having to return to the Commission with service cuts or other cost cutting measures.

The Commission utilizes a comprehensive agency-wide task driven budget that emphasizes the Commission's commitment to greater transparency and accountability to the residents of Ventura County. The budget is divided into two main sections: the Main Budget and the Program Task Budgets. The Main Budget contains the program overviews and projections and is intended to provide a general understanding of VCTC's budgeted activities and programs for the coming fiscal year. The Program Task Budgets contain task level detail of the programs including objectives and accomplishments, staff resource costs and non-staff costs. This task driven budget is designed to provide accountability, transparency and clarity of VCTC's programs and services to the region.

Before describing the tasks for the coming year, it is important to understand VCTC's revenues.

VCTC will continue to rely entirely on federal and state revenue sources to fund transportation projects and services. At the federal level, Congress passed, in December 2015, a five year authorization, known as Fix America's Surface Transportation Act (or FAST Act) which authorizes federal transportation spending through September 30, 2020. However, remaining "unfixed" is the sustainability of the Highway Trust Fund (HTF) as an \$80 billion infusion from the federal general fund provides the necessary funding for the FAST Act. Since 2008, the United States Treasury has bailed-out the federal highway trust fund to the tune of \$145 billion. The Mass Transit (MT) Account, a sub-account of the



federal HTF, also continues to limp along in much the same way. The MT is the federal funding source for transit services in Ventura County including VCTC Intercity Bus, Metrolink and other public transit services within the County.

The Commission receives funding from primarily three State revenue sources of which two are principally for public transit purposes and a third for freeway improvement projects. Local Transportation Funds, or LTF, comes from statewide quarter cent sales tax on retail sales and partially funds VCTC Administration and Planning, Metrolink operations, bicycle and pedestrian improvements, bus transit services, and local streets and roads projects. Legislation passed in 2011, coupled with voter approval of Proposition 22 has created a reasonably reliable State Transit Assistance (STA) program that will permit the Commission to use this source of revenue for both public transit operations and capital purchases which will be devoted to ensuring the continuation of regional and intercity public transit service such as VCTC Intercity service and Metrolink.

SB 1, *Road Repair and Accountability Act* was passed by a two-thirds vote of both houses of the California State Legislature and signed by Governor Jerry Brown in April 2017. It permanently increased fuel taxes and vehicle registration charges to provide an estimated \$5.2 billion of new revenues annually for transportation. The principle of “fix it first” is fundamental to SB 1. Ventura County local governments will receive nearly \$26 million annually to fix streets, roads and bridges. There are also several other funding programs that will support Ventura County transportation needs including capital and operating funds for bus transit and Metrolink commuter rail and competitive grant program for bicycle and pedestrian projects.

Additional State funds come to the Commission as part of the State Transportation Improvement Program (STIP) which is used primarily for major freeway projects. While STIP funds do not flow through the Commission budget, the Commission is responsible for programming these funds to priority projects. Due primarily to a drop in fuel prices in the last several years and a projection of on-going relatively low fuel prices, the California Transportation Commission adopted a Fund Estimate that cut \$754 million from the current STIP, meaning that the regional agencies had to de-program one-third of the previously-committed program. VCTC's share of the \$754 million shortfall was \$12.4 million. Since VCTC had earlier decided to use its Surface Transportation Program funds to advance \$17 million for preliminary engineering and environmental document preparation, VCTC did not have to make any cuts. However, the loss of \$12.4 million from VCTC's STIP share will further delay the ability to fund construction of the planned highway improvements. Unfortunately, this was the one program where SB 1 did not provide much funding. Over ten years these funds are estimated to add \$1.1 billion to the STIP statewide, of which VCTC's county share would be \$18 million. While these new funds are certainly welcomed, it is important to note that the approval of the last 5-year STIP required the removal of \$750 million worth of projects which will not be fully offset by the new \$1.1 billion over the next 10 years.



Now a brief description of the tasks ahead for Fiscal Year 2018/2019:

### **Financial Management**

VCTC takes great pride in its efficient and fiscally responsible Finance Department that produces timely and accurate reports to provide the Commission and the public financial information about the Commission's operations. The Finance Department is responsible for performing the day-to-day accounting functions consisting of cash management, accounts receivable, accounts payable, payroll, general ledger and financial and investment reports. VCTC maintains a general fund, a Service Authority for Freeway Emergencies (SAFE) fund, a Santa Paula Branch Line (SPBL) fund, a Local Transportation Fund (LTF), a State Transit Assistance (STA) fund, a VCTC Intercity Services fund and a Valley Express fund. The Finance Department prepares and monitors the agency's budget, provides budgetary assistance to project managers who monitor individual task budgets, and provides grant support as well as specific project support for many projects. The Finance Department is in charge of multiple state and federal audits throughout the year. The Finance Department is also tasked with overseeing the financial compliance with various state and federal regulations including the Government Accounting Standards Board (GASB) which implements new regulations every year.

### **Transportation Development Act**

As the State's designated Regional Transportation Planning Agency for Ventura County, VCTC is responsible for the administration of the Transportation Development Act (TDA) funds both Local Transportation Funds (LTF), State Transit Assistance (STA) funds, Proposition 1B funds and Local Carbon Transit Operations Program (LCTOP). As such, VCTC processes claims and allocates funds in compliance with State laws and regulations. Each year annual fiscal and compliance audits of all claimants are performed and submitted as required to the State Controller's Office. Necessary administrative changes resulting from State legislation Senate Bill (SB) 716, SB 203, SB 508 and Assembly Bill (AB) 664 continue to be addressed and policies established as needed. With the passage of SB 1 and AB 1113, the County has new STA and State of Good Repair recipients that will require additional staff time to assist with the new funding and compliance requirements. There were 45 TDA audits conducted last year and it is anticipated a slightly higher number will be required in the upcoming fiscal year due to the new STA and State of Good Repair audits.

### **Transit Grant Administration**

VCTC will continue to administer transit grants including funds that are passed through to local transit agencies and non-profits. Besides providing ongoing operations and maintenance, several grant-funded projects are anticipated for implementation including a new Moorpark station entrance, the Camarillo station pedestrian improvements, Thousand Oaks Transit Center improvements, bus stop improvements in several jurisdictions, and vehicle purchases for various transit and paratransit systems. VCTC will continue its ongoing work to submit the required federal and state grants, monitor project progress, file required reports, and ensure compliance with requirements.





## **Transportation Programming**

During the upcoming year VCTC will continue to consider projects for funding as money becomes available through various programs including a call for projects anticipated to occur for Federal Transit Administration (FTA) Section 5310 Seniors and Individuals with Disabilities funds and the Jobs Access and Reverse Commute (JARC) portion of the Section 5307 program. VCTC will remain involved in the process to select projects for upcoming cycles of the state's Active Transportation Program, even though all Ventura County projects submitted in the previous application cycle were programmed for funding thanks to Senate Bill 1 (SB 1). VCTC coordinated applications for the initial round of SB 1 funds but now must begin to plan for the next round of applications. Staff will also continue to monitor and facilitate the delivery of many smaller projects funded from various state and federal sources.

## **Freight Movement**

The passage of the SB 1 has created a significant new source of funds for Freight Movement projects, providing an estimated \$3 billion over 10 years. In addition, California has received a \$510 million share of formula funds from the new federal freight program authorized under the Fixing America's Surface Transportation (FAST) Act. Both funds are being programmed under the state's Trade Corridor Enhancement Program, and VCTC has worked with Caltrans to request funds for the Rice Avenue railroad grade separation project. Over the next several years staff will continue to monitor and facilitate the delivery of that project, estimated to cost a total of \$76 million. This project along with future improvements to widen Hueneme Road will facilitate the safe and efficient movement of freight along Ventura County's Intermodal Port Corridor connecting the Port of Hueneme, one of VCTC's most valued partners, to the US 101 freeway and markets across the western half of the United States.

## **Highway Program Management**

The Commission is focusing its efforts on the U.S. 101 HOV Lane Project PAED phase. For the first time, VCTC has assumed management over highway project development work. In partnership with Caltrans, the Commission has engaged a team of consultants to provide engineering and environmental services. This year will be the first of a four year long process of highly complex engineering, environmental studies, and robust public outreach that will define the ultimate project and pave the way for final project engineering prior to construction. Additionally, the State Route 118 Project Approval and Environmental Documentation (PAED) phase has been completed by Caltrans. The Commission's decision to prioritize the use of Surface Transportation Program (STP) funds to expedite the project development work, and eventual implementation of these two important projects will position the County with major "shovel ready" projects should additional funding become available.



## **Service Authority for Freeway Emergencies (SAFE)**

The callbox system will be wrapping up a long term modernization effort to meet changes in technology, demand, and accessibility requirements. With communication technology upgraded, the overall number of callboxes reduced to meet demand, and site improvements to meet Americans with Disability Act requirements underway, it will be time for the Commission to discuss the long term direction of the SAFE Program. Other options for motorist aid activities permitted under the SAFE legislation, such as Freeway Service Patrols (FSP), call centers, participation in 511 or other services will be brought to the Commission for discussion and consideration.

## **Regional Transportation Planning**

As in past years, VCTC's Regional Transportation Planning staff will continue to work closely with all local jurisdictions, our neighboring counties and the Southern California Association of Governments (SCAG) to provide a regional viewpoint focused on Ventura County's needs. To help define those needs, staff will be utilizing the recently completed Ventura County Traffic Model (VCTM) in two studies that will provide a measure of how mobility is doing and what can be done to improve it.

In Fiscal Year 2018/2019 staff anticipates the completion of an update to the Congestion Management Plan (CMP), and the start of a multimodal corridor study along U.S. 101 laying out potential alternative transportation options to increase mobility. Each of the studies will inform the Commission on the types of transportation investments that help reduce congestion and improve mobility throughout the County.

## **Airport Land Use Commission**

The Airport Land Use Commission (ALUC) will continue to focus on reviewing development projects within the Airport Comprehensive Land Use Plan (CLUP) boundaries during Fiscal Year 2018/2019. ALUC staff will continue to work with the County Department of Airports and local jurisdictions to ensure appropriate development around the County's airports. Staff has taken the initial steps in seeking funding for an update to the CLUP and the associated Environmental Impact Report (EIR). If identified by Caltrans Division of Aeronautics for potential funding, staff will work with Caltrans, the County Department of Airports and the Department of Defense to apply for project funding and move the update forward.

## **Rideshare Programs**

The Rideshare Program for commuter services underwent substantial change in the past year outsourcing much of the work once done by VCTC staff to contractors or consultants specializing in the field. This change resulted in an overall reduction in budget and increased efficiency. Strategic outreach is being emphasized in the upcoming year with focused efforts on both public and employer outreach to provide Transportation Demand Management information. It is hoped that through more specific outreach VCTC can reach a greater audience about the benefits derived from reduced congestion and the reduction of single occupant vehicle commute trips in Ventura County.



## **Senior and Disabled Transportation**

The Commission administers the countywide certification process for persons with disabilities, as required by the Americans with Disabilities Act (ADA), with the evaluation service performed through a contract. Following a significant surge in applications over several years, applications for the past year have leveled off, continuing at a rate of 1,300 for the year. The large number of ADA certifications will likely have ramifications beyond VCTC's certification costs, impacting the demand for countywide paratransit services and thus, affecting the costs to all transit operators.

## **Regional Transit**

Staff will continue regional transit planning activities and coordination with other transit providers in the county. Traditional planning activities in this task include managing the Unmet Transit Needs process, staffing the Transcom committee, engagement with all Ventura County public transit operators and continued implementation of the five-year short range transit plan.

New federal regulations now require transit operators to implement Transit Asset Management (TAM) plans which will be prepared this fiscal year. In the coming year, staff will also be working to implement the College Easy Ride Pass Pilot Program which will allow students from Moorpark, Oxnard and Ventura Colleges, Cal State University Channel Islands and Cal Lutheran University to ride the bus for free during the upcoming school year. Staff will continue working with various county transit providers to conduct a feasibility study for a regional transit fare system. The feasibility study is intended to develop options and recommendations for a regional transit fare system. It will also inform operators on the cost-effectiveness of new technology investments such as mobile ticketing or smartcard fare media. Staff will also conduct an origin/destination and customer satisfaction survey to help identify improvements that will best serve our customers.

## **Valley Express**

The Valley Express bus service, now headed into its fourth year of operation, serves the Santa Clara River Valley community, including the cities of Fillmore and Santa Paula, as well as the neighboring unincorporated areas of the County, such as Piru and Bardsdale. The service is managed by a policy advisory committee, which is made up of the VCTC Commissioners representing the two cities and the County. As the administrator and manager of the service, Commission staff works with the committee and local staff to ensure the service meets the needs of the community. As has been the case since the start, service will continue to adjust as demand changes and grows, such as with the general public dial-a-ride. Anticipated service analysis shall include review of feasibility of new routes and potential new service delivery models. Additionally, the Valley Express contract operator will be assisting VCTC as we implement updates to scheduling software and technologies used by operations staff. Finally, the recent purchase of electronic pass-readers has enabled the Valley Express service to join with other transit operators in acceptance of the regional fare media provided by VCTC.



## **VCTC Intercity Transit Service**

VCTC has operated its popular intercity commuter bus service for nearly twenty-five years. This past year marked the first full year following VCTC's first-ever system-wide schedule reduction. While difficult, the service changes were necessary to "right-size" VCTC's long-standing routes, which had not experienced major adjustments over the years. At the same time, VCTC expanded its route offerings by using grant funds. VCTC launched the new East/West (Simi Valley/Ventura) demonstration route which provides a never before offered "one-seat" ride connecting Simi Valley and Moorpark to Camarillo, Oxnard and Ventura. VCTC also expanded the Oxnard/Camarillo Connector demonstration route using a combination of grant funds and funding provided by California State University Channel Islands to extend the route to the campus.

This past winter, the region faced the tragic Thomas Fire and Montecito debris flow events. Throughout December and January VCTC Intercity faced repeated service interruptions caused by fire/smoke and inclement weather and ultimately the closure of U.S. Highway 101. During the closure a special shuttle for essential employees was implemented with multi-agency support, including from the California Highway Patrol, Santa Barbara (SB) County Office of Emergency Services, SB County Association of Governments, SB County Sheriff and Metropolitan Transit District. Hundreds of Ventura County's residents that work in Santa Barbara County, from school teachers to nurses and first-responders, used the service. This year, VCTC Intercity looks forward to calmer skies, but also to the future, as it implements new technology, such as the dedicated regional 'trip-planning' app GoVCBus.com and testing out mobile ticketing; and, as it works with its new long-term contract operator, RATP Dev. North America, in completing their acquisition and transition with Roadrunner.

## **Regional Transit Information Center**

The Regional Transit Information Center (RTIC) provides trip planning assistance and mobility management information for the residents and travelers in the greater Ventura County region. This includes wrap-around information for people new to the set of services offered by the many providers and programs offered in the region, such as new-rider "orientation materials", customized "end-to-end" itineraries using public transit, as well as general information and materials for services offered by social service agencies and agency-sponsored or eligibility-based transportation programs. Offering a centralized clearing house for transportation, patrons need only to make one call to the RTIC for information (1-800-438-1112).

In addition, the RTIC continues to provide general information and intake support for the Rideshare Program that supports commuters. It is the primary point of sales for regional transit fare media as well and offers assistance to Gold Coast Transit District with sales of their locally accepted fare media. The RTIC is the primary point of contact for customer service matters related to the VCTC Intercity, and manages the federally required formal complaint process for the VCTC Intercity, ADA Certification and Valley Express programs.





## **Regional Transit Technology**

Over the years, VCTC has been at the forefront as a provider of advanced technology for transit users county-wide. During the past fifteen years, VCTC managed two separate budget task programs: *GoVentura Smartcard* (which was recently renamed to *Fare Collection and Automatic Passenger Counters*), and *Nextbus* (which was renamed to *Transit Stop Enhancements*). These two regional transit technology programs were provided across the county to the transit operators and passengers. This past year, VCTC began a project to replace the long-standing “Nextbus” system, which provided real-time information at bus stops using Automatic Vehicle Location (AVL) technology. This project also included the provision and implementation of Automatic Passenger Counters (APCs) for the smaller transit operators, as well as options for Automatic Voice Annunciator technology. In addition, the new AVL project agreement contains options for a dedicated smartcard/mobile ticketing platform, as well as options for planning software to streamline routing and scheduling. Because the staff, technology vendor and much of the funding used for the programs is one-and-the-same, the two budgets were combined to streamline planning and future programming and is now the *Regional Transit Technology* budget task. The Regional Transit Technology program will oversee implementation and management of the new AVL system as well as management of the regional fare media program, including the exploration, testing and implementation of the next phase of VCTC’s county-wide fare media.

## **Passenger Rail (Metrolink and LOSSAN)**

In the upcoming Fiscal Year, VCTC will contribute all of its revenue-mile generated federal funding to Metrolink. In addition, VCTC is using a portion of its Transportation Development Act (TDA), Proposition 1B, STA and all of its initial allocation of State of Good Repair SB 1 funds. However, the combination of increasing commuter rail operational costs, declining ridership, and unpredictable federal revenues and potential elimination of SB 1 will continue to pose future challenges to Metrolink and by extension to VCTC. VCTC and Metrolink will continue to work together to enhance marketing along the Ventura County line in an effort to help boost ridership.

The Amtrak Pacific Surfliner service is fully funded by the State and locally governed by way of the LOSSAN joint powers authority and the LOSSAN managing agency, of which VCTC is a member. The Coast Rail Coordinating Committee focuses on the longer distance intercity trips such as the Amtrak Coast Starlight and continues to pursue Amtrak Coast Daylight service between Los Angeles and San Francisco. This past fiscal year, LOSSAN and Amtrak implemented commuter friendly service from Ventura County to Santa Barbara and Goleta, a service that has been requested for many years.



## **Santa Paula Branch Line (SPBL)**

VCTC will continue its efforts to be a good neighbor to those communities along the SPBL and ensure areas along the line are maintained through weed abatement and refuse removal. As in previous years, VCTC will continue to administer the Federal Railroad Administration (FRA), mandated Bridge Management Plan, which requires the annual inspection and evaluation of all bridges on the Branch Line. The results of the bridge inspections are compiled into an annual report and presented to the Santa Paula Branch Line Advisory Committee (SPBLAC) for informational purposes.

Additionally, staff will continue to work with General Counsel and issue Right of Entry permits and negotiate agreements for use of the property along the SPBL bringing fees and insurance requirements up to date. Completion of the SPBL GIS database is anticipated this year, cataloging all of the agreements, easements, licenses or other uses into a single searchable database for use in managing the Branch Line.

## **Community Outreach**

In Fiscal Year 2018/2019 VCTC will launch the long awaited new and improved website. The website will be refreshed with a new look and will feature user friendly navigation, including the ability to purchase a bus pass online.

In Fiscal Year 2017/2018 a suite of information was developed that included social media, drive-time radio, targeted media relations and community newspaper advertorials running in local and specialty publications throughout Ventura County. Fiscal Year 2018/2019 will focus heavily on increasing VCTC's digital presence, including an "evergreen" campaign to promote all facets of the agency all year long. These will appeal to our many target audiences: College Students, Seniors, Disabled, Veterans and Active Military, General Working Professionals, Drivers and Commuters, Cyclists, Farmers, Tourists, Beachgoers, Outlet Shoppers and Employees.

In Fiscal Year 2018/2019 VCTC will host the Second Student Transportation Summit. Through a partnership with Ventura County Economic Development Association and Ventura County Civic Alliance, the event will be promoted to all students attending a Ventura County College and will address "livability" issues facing college graduates and young professionals in Ventura County, such as housing, employment, land use, environment and quality of life. The format will include captivating "TED-style" speakers, and will tie into university course content.

Participation in community events is a mainstay of VCTC outreach and support will continue to be provided for Mobility 21, Ride Week, the Ventura County Housing Conference, Santa to the Sea, Earth Day, Bike to Work Week and the Ventura County Fair. Presentations will be made to service groups as opportunities arise.



## State and Federal Relations

As of this writing the prognosis for state and federal transportation funding is extremely uncertain heading in to the midterm election and beyond. President Trump's proposed infrastructure program would likely provide little benefit to Ventura County given the requirement of leveraging 80% non-federal funds. The Administration also went so far during the roll-out of this proposal to identify Los Angeles County as model recipient of the program because of the Los Angeles County Metropolitan Transportation Authority's local transportation sales tax measure. The proposal at this time appears to have little traction in Congress, and in any event it is not likely to be any action taken prior to the upcoming election. Meanwhile, only two years remain in the federal authorization, and the Trust Fund "fix", an infusion of federal general fund support, to solve the structural fuel tax revenue shortfall will also run out of money at about the same time that the authorization ends. At this time there appears to have been little discussion in Washington regarding reauthorization, but it would seem these conversations must start soon.

The Administration's recent budget proposals have recommended severe reductions starting in Fiscal Year 2020/2021 to limit spending to the amount of fuel tax revenue. On the other hand, the President recently indicated support for raising the fuel tax by 25 cents per gallon to pay for infrastructure. Furthermore, the recently-adopted Fiscal Year 2017/2018 budget used the general fund to fund transportation at \$3.7 billion over the authorized amount. It is unlikely that such significant spending in excess of the levels authorized in the FAST Act will occur again anytime soon. VCTC must continue to monitor and work with other transportation agencies as appropriate to engage in federal funding issues, while recognizing that given the track record the most likely outcome will be a continuation of the status quo, with the potential for a large reduction.

On the state level the most significant question is the fate of the initiative to repeal Senate Bill 1 which was to provide a permanent increase in state transportation revenues amounting to \$52.4 billion over 10 years, with approximately two-thirds of that amount going to transportation infrastructure repair and the remainder going to improvements to be selected through competitive grant applications. The initiative is expected to qualify for the ballot, in which case significant staff time may be required to provide voters with information about activities, such as ongoing operation of VCTC Intercity Bus and Metrolink, as well as the Rice Avenue Grade Separation, that are slated to receive SB 1 funds contingent on SB 1 not being repealed. Another issue of particular public interest relative to SB 1 repeal could be the upcoming one-year "College Easy Ride" free student pass program. Although the Low Carbon Transit Operations Program (LCTOP) funds paying for the one-year "College Easy Ride" pilot program are not subject to the initiative, the repeal could eliminate LCTOP going forward, so the funds would no longer be available should there be interest in extending the pass program beyond one year.



## ***Looking Ahead***

I hope that as you read this executive director's budget message you have a sense of pride for the positive work that this Commission has accomplished in the past several years and with a guarded sense of optimism as we look to Fiscal Year 2018/2019. I believe we are being more responsive to the community and improving our services in areas of work that have the greatest need or deserved closer attention to be certain taxpayer dollars were being used wisely. For example, in the past two years we started two new Intercity express bus routes and now for the first time a Ventura County bus rider can take a one seat ride from East County to West County with stop options in between without having to transfer buses. We will continue to improve the bus transit experience with new technology that will allow Ventura county bus riders to better plan their bus trip regardless of which Ventura county bus system they ride. We are using data to help drive the Commission's decision-making and most recently with good data and criteria established by the Commission took advantage of an opportunity to "right-size" several routes on VCTC Intercity bus service to improve efficiencies and reduce costs. We have worked hard and been effective with our lobbying and grant application work that has led to over \$100 million in state and federal transportation grants being allocated to critically important Ventura County transportation projects.

In the coming year we have entirely new programs that we will be undertaking. Chief among those is VCTC, with our Caltrans partner, will take the lead on a four year effort to complete the preliminary engineering and the required environmental document to move ahead with congestion relieving improvements to the 101 Freeway. This is just a first step in a long process, but it is a critically important one. Over the past several years, as mobile telephones have found their way into everybody's pocket, we have seen a reduced need for the motorist aid program known as Call Boxes and for that reason we have been able to remove 25% of VCTC's call boxes and reduce costs. That has led to a fund balance in the account that funds motorist aid programs and for the first time this year VCTC will be exploring how to use those revenues for other motorist aid programs that will assist the motoring public. Last, but not least, we will launch a new pilot project in the fall that will allow nearly 50,000 college students from throughout the Ventura County to ride a bus simply by showing their college ID card. We are excited about these new initiatives in 2018/2019.

There is a gray cloud on the horizon with the possible repeal of the new transportation gas tax funds that will pay for so many critically important transportation improvements being on the ballot in November. We cannot, however, dwell on the unknown. Assuming the new transportation revenues stay in place, they do go a long way in taking care of the long-term future of our transportation system. However these funds primarily address state of good repair, or as we have said in the past addresses our "aging pains" but does not do much for our "growing pains." While maintenance of the county's transportation infrastructure is crucial, we must also strive to address increasing congestion on our busiest freeway corridors and how those investments are ultimately funded. Unlike 24 counties in California, Ventura County has not yet passed a local transportation sales tax measure. It may take such a measure, where the revenues generated remain in Ventura County, to pay for our most critical transportation projects that many Ventura County residents and businesses use every day such as improving the 101 freeway and the 118 freeway in order to relieve bumper to bumper freeway gridlock. In 2016 the Commission placed Measure AA on the ballot and received a 58% yes vote from Ventura County voters. While this was shy of the two-third super majority requirement to pass, it was a full 16 points higher than the last time a transportation sales tax measure was on the ballot in Ventura County in 2004.





Yes, we should be energized about the new transportation revenues that come about through SB 1. These projects will help us maintain public transit services, such as VCTC Intercity Bus and Metrolink commuter rail; repair railroad bridges and tracks and passenger rail cars; constructs new double-track on the Coast mainline to allow for improved passenger rail service through Ventura County and provide funding for major capital infrastructure projects like the Rice Avenue railroad grade separation project which will facilitate the safe and efficient movement of truck hauled freight from the Port of Hueneme to the 101 Freeway. Because of SB 1, Ventura County cities and the County of Ventura will have the opportunity to reinvest in one of local government's core functions, that being the state of good repair of our public infrastructure - specifically city and county streets, roads and bridges. While those funds do not flow through VCTC's budget, we collectively, and in partnership work to ensure we have a transportation system that serves the Ventura County community and provides for future generations and this SB 1 funding is critical to that future.

Respectfully Submitted,



Darren M. Kettle  
Executive Director



## **VENTURA COUNTY TRANSPORTATION COMMISSION AND THE COMMUNITY WE SERVE**

### **THE ORGANIZATION AND ITS RESPONSIBILITIES**

The Ventura County Transportation Commission (VCTC or Commission) was created by Senate Bill 1880 (Davis), Chapter 1136 of the Public Utilities Code in September of 1988 (effective January 1, 1989) as the successor agency to the Ventura County Association of Governments (VCAG) assuming all the assets and liabilities of that body. In 2004, VCTC was reorganized under Assembly Bill 2784, expanding the Commission to its current configuration of a seventeen-member board composed of five Ventura County Supervisors; ten City Council members; two Citizen Appointees, one representing the cities and one representing the county. In addition to the above membership, the Governor appoints an Ex-Oficio member to the Commission, usually the Caltrans District #7 Director. Below are the current members of the Commission:

<b>Linda Parks</b>	<b>County of Ventura, Chair</b>
<b>Manuel Minjares</b>	<b>City of Fillmore, Vice-Chair</b>
<b>Neal Andrews</b>	<b>City of Ventura</b>
<b>Steve Bennett</b>	<b>County of Ventura</b>
<b>Will Berg</b>	<b>City of Port Hueneme</b>
<b>Claudia Bill-de la Peña</b>	<b>City of Thousand Oaks</b>
<b>Peter Foy</b>	<b>County of Ventura</b>
<b>Ginger Gherardi</b>	<b>City of Santa Paula</b>
<b>Randy Haney</b>	<b>City of Ojai</b>
<b>Brian Humphrey</b>	<b>Citizen Representative (Cities)</b>
<b>Mike Judge</b>	<b>City of Simi Valley</b>
<b>Kelly Long</b>	<b>County of Ventura</b>
<b>Bryan MacDonald</b>	<b>City of Oxnard, Past Chair</b>
<b>Jan McDonald</b>	<b>City of Camarillo</b>
<b>Ken Simons</b>	<b>City of Moorpark</b>
<b>Jim White</b>	<b>Citizen Representative (County)</b>
<b>John Zaragoza</b>	<b>County of Ventura</b>
<b>Carrie Bowen</b>	<b>Caltrans (Ex-Oficio)</b>

VCTC's mission is to improve mobility within the County and increase funding to meet transportation needs. To fulfill that mission, VCTC establishes transportation policies and priorities ensuring an equitable allocation of federal, state and local funds for highway, transit, rail, aviation, bicycle and other transportation projects. Our mission is the foundation for all we do, the time we invest and the resources we allocate as can be seen in the budget program summaries and detailed budget tasks.



Further adding to VCTC's regional responsibilities, the Commission was also designated to administer and act as:

- Airport Land Use Commission (ALUC)
- Congestion Management Agency (CMA)
- Consolidated Transportation Service Agency (CTSA)
- County Transportation Authority (CTA)
- Regional Transportation Planning Agency (RTPA)
- Service Authority for Freeway Emergencies (SAFE)
- Local Transportation Authority



To invite regional participation in defining VCTC's policies and priorities, VCTC staffs a number of standing regional committees listed below and has the option to create special purpose committees as the need arises. The standing committees are:

- Citizens Transportation Advisory Committee/Social Services Transportation Advisory Council (CTAC/SSTAC)
- Heritage Valley Policy Advisory Committee
- Managers Policy Advisory Committee (MPAC)
- Santa Paula Branch Line Advisory Committee (SPBLAC)
- Transit Operators Advisory Committee (TRANSCOM)
- Transportation Technical Advisory Committee (TTAC) – Public Works/City Engineer Staff
- VCTC Intercity Service
- Heritage Valley
- Coastal Express Policy Advisory Committee (CEPAC)

## THE COMMUNITY WE SERVE

Ventura County was established in 1873 and encompasses just under 2,000 square miles. It is located about 65 miles northwest of Los Angeles and 35 miles southeast of Santa Barbara on California's "Gold Coast." The landscape ranges from rugged national forests, to fertile alluvial plains topped with lemon orchards or rows of strawberries flowing down to its shoreline along the Pacific. Ventura County's beaches are a natural destination, but the County offers a wide diversity of attractions ranging from the beauty of the Channel Islands National Park to the historical displays of the Ronald Reagan Library and the San Buenaventura Mission making Ventura County a desirable place to live and visit.

The California Department of Finance (DOF) now estimates that Ventura County's population is just over 859,000 making it the thirteenth largest county in the State. Ventura County's population is largely concentrated into its ten cities, with four cities having a population in excess of 100,000: Oxnard (206,499), Thousand Oaks (130,196), Simi Valley (128,760) and San Buenaventura (111,269).

Ventura County's modest growth rate is projected to follow historic trends and remains approximately one percent (1%) or less per year. With thoughtful growth controls in place Ventura County's residents continue to enjoy a variety of lifestyle options from metropolitan to rural and the cities within Ventura County are consistently ranked among some of the safest in the nation.



According to the 2012-2016 United States Census American Community Survey (ACS), Ventura County's population is largely comprised of two groups: White/Non-Hispanic at 46.6% and Hispanic at 41.9%. The median age of County residents is 37.3 which is slightly higher than the State's median age of 36.0. The senior population (over 65) at 13.6% continues to slowly grow while the population under 18 years at 24.2% continues to slowly decline. Over the next decade, it is estimated that the 55 and over population will continue to grow faster, bringing significant changes to Ventura's economy, social structure and workforce composition.

Ventura County residents enjoy a favorable comparison to the State as a whole in median household income and education levels. The United States Census ACS states the County's median household income increased slightly at \$78,593 in 2016 (\$77,348 in 2015) but remains higher than the State's median household income of \$63,783. The percentage of people below the poverty level in Ventura County improved slightly to 10.6% in 2016 (11.1% in 2015), but the County is better off than the State as a whole at 15.8%. The percentage of Ventura County residents holding a bachelor's degree or higher has increased from 31.7% in 2015 to 32.2% in 2016 as compared to the State at 32.0%.

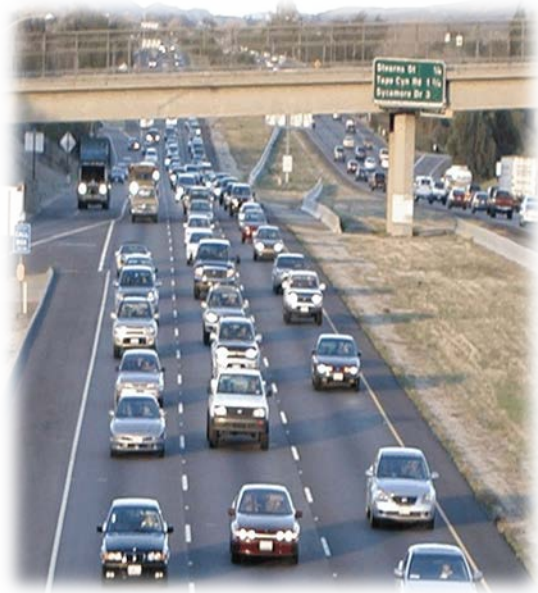


The 2012-2016 United States Census American Community Survey depicts Ventura County's workforce of 403,177 workers, sixteen years old and above, in a wide variety of industries. More than half of Ventura County workers are found within four employment categories:

- Educational, health care and social assistance workers – 76,677
- Professional, scientific, management, administrative and waste management workers – 48,073
- Retail trade – 44,170
- Manufacturing workers – 42,477

Considering VCTC's mission of improving mobility, it is especially important to note how the County's workers travel to their jobs. With a mean travel time to work of 26.0 minutes (up from 25.8 minutes in 2015), the overwhelming majority of Ventura County's workers drive alone in private vehicles. The transportation mode split in 2016 in Ventura County was:

- Drove alone – 77.5%
- Carpooled – 12.3%
- Worked at home – 5.4%
- Walked – 1.8%
- Other means – 1.6%
- Public Transportation – 1.3%



Transportation touches every area of our lives on a daily basis and we often overlook its importance. We expect roads to carry us safely and efficiently to where we want to go, that we have options to drive, bike, walk and/or take a bus. Business owners need and should have easy access to their locations for their workers, customers and goods so that Ventura County's economy thrives. Mobility is an essential ingredient in the quality of life that we've come to expect in Ventura County. Unfortunately VCTC is faced with a significant challenge in achieving its mission of improving mobility in Ventura County considering that resources available to invest in improvements are rapidly diminishing for all modes.

## THE LOCAL ECONOMY

The economy continues to have a positive but disappointing recovery both nationally and locally. This has been one of the longest yet slowest paced recoveries post world war. Similar to last year, gains in the stock market and housing market lead the indicators of national economic growth. Unemployment continues to decline but job growth remains slow with only a small increase in wages. The Consumer confidence index for April 2018, at 128.7, has jumped from 120.3 for the same period last year. Consumer confidence remains strong yet mixed as consumers expect more of the same as the last few years according to the monthly Consumer Confidence Board's survey. Many economists predict a positive growth for 2018, but expect the momentum to slow down.

The volatile bull stock market continues for a ninth year. This bull market is the second-oldest bull market. The Dow Jones Industrial Average (DJIA) continues to bounce higher (4,000 to 5,000 points higher than just a year ago) with a current high in January 2018 over 26,600 but down to 24,300 in April 2018. Daily swings of 100+ points continue to be accepted as normal as the world economy continues to influence our domestic economy. The stock market has been climbing since its low in April of 2009 as shown below in Chart 1, *Dow Jones Industrial Average Ten Year History*. Market analysts continue to send mixed messages as the long period of stock market growth continues in a weak bull economy. Last year, many economists expected a major slowdown in 2017 but it never appeared. This "longer than average" bull market run continues but how much longer will it last? When it stops how far will it drop? Was the peak back in January 2018 as the market is now down 2,200 since the beginning of the year?

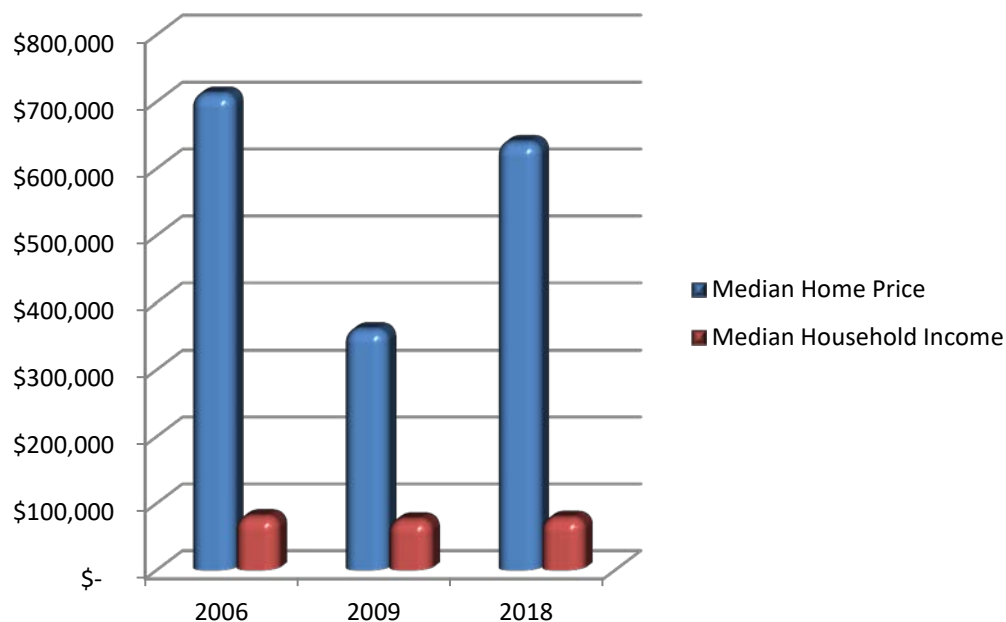
**Chart 1 - Dow Jones Industrial Average Ten Year History**



Housing prices and number of units sold continue to rise in many areas of the United States. Locally in Ventura County the market prices have continued to rise but at a slower pace and still below recession highs. According to the California Association of Realtors sales of single family residence in the Ventura County home prices rose 1.8% from last year with the median price in the County at \$638,500 in March 2018. Median time on the market for homes sold in March was approximately 41 days. Foreclosure filings are down from last year with foreclosure rates in March 2018 at 1 foreclosure for every 2,983 housing units compared to 1 in every 1,551 the previous March.

California has the 10<sup>th</sup> highest median income in the U.S., but the high costs of housing and living erode the consumers buying power. The same problem is amplified in Ventura County as housing costs remain high compared to household income (see Chart 2, *Median Home Price to Median Household Income*.) As housing prices continue to rise faster than incomes, the affordability index (percentage of households that can afford to purchase the median priced home) continues to decline. In Ventura the affordability index at the beginning of 2018 was 26% as opposed to 31% in 2017 and 55% in 2009. This imbalance of housing costs to income continues to force young families to look outside Ventura County to raise their families resulting in a loss of sales tax revenue and property tax revenue that pay for government services and allow for improvements within the County.

**Chart 2 – Median Home Price to Median Household Income**



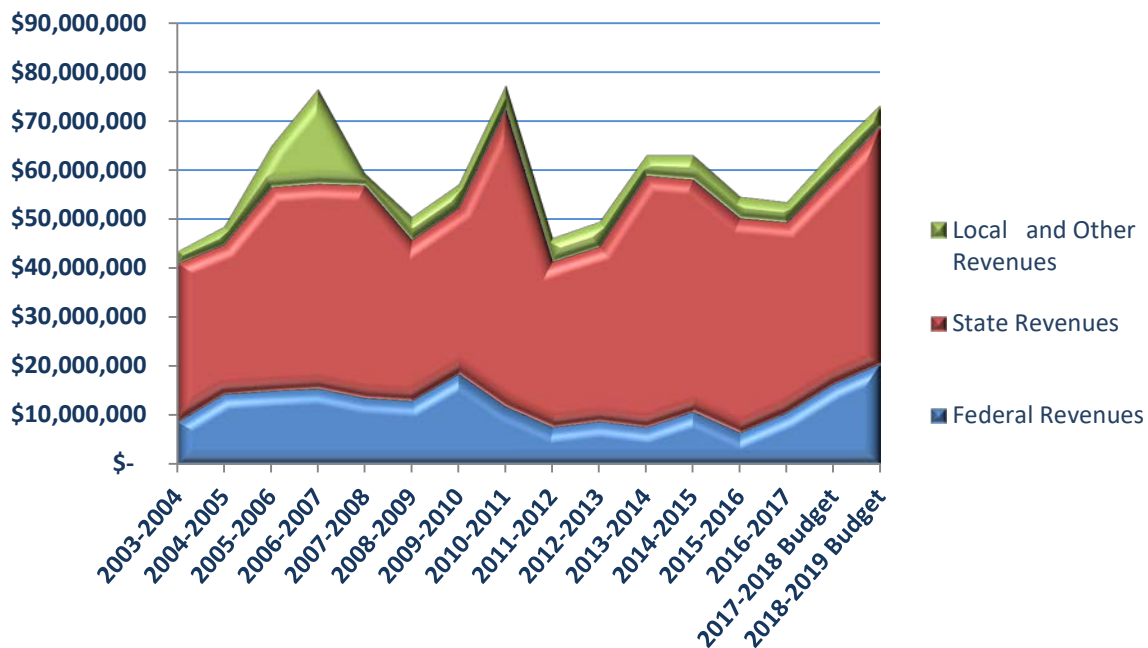
Although unemployment is down, wages have only increased slightly with many workers remaining underemployed. In March 2018, California's unemployment rate was 4.2%, down from 5.1% at the same time last year. Similar to the State, Ventura County's unemployment rate for March was 3.6%, down from 4.6% at the same time last year. Although unemployment continues to drop, concern remains about unemployment rates being skewed due to discouraged worker's giving up completely and leaving the workforce, taking part-time jobs and/or taking lower skilled/lower paying jobs. Although job growth continues, it continues to be weak and uneven across sectors supporting a continued weak job growth. Furthermore, if the economy is truly at or near "full-employment," where will the workers come from to "continue" a growing economy?

Predictably, with property values rising and unemployment declining, local, state and federal governments that are dependent on revenues generated by property, income and sales taxes continue to see a small amount of revenue relief. However, despite several years of revenue growth, government budgets are still feeling the effects of the recession because the recent growth is not substantial enough to restore neither the previous revenue declines nor the continued increase in expenses.

As previously mentioned, even though some revenues have trended up the last several years, State and local government agencies are still struggling to meet the demand for services they provide as costs continue to rise faster than revenues. VCTC has a similar problem in that available revenues are harder to obtain while costs continue to rise. VCTC is entirely reliant on Federal and State funds. Even a small cut to federal or state funds has a large impact on the services and projects VCTC provides to the County's residents.

Federal funds comprise 28% of the budget and the majority of the funds require a State or local match. If the State or local funds are unavailable or not eligible to be used on specific projects, VCTC may be unable to utilize Federal funds that might be available and those funds would go to other counties with the ability to provide local matching funds. Of the federal funds received, 51% of the funds are passed through to local agencies. Chart 3, *Federal, State and Local Revenues 2003/2004 – 2018/2019*, reflects the historical funding mix of VCTC.

**Chart 3 - Federal, State and Local Revenues 2003/2004 – 2018/2019**



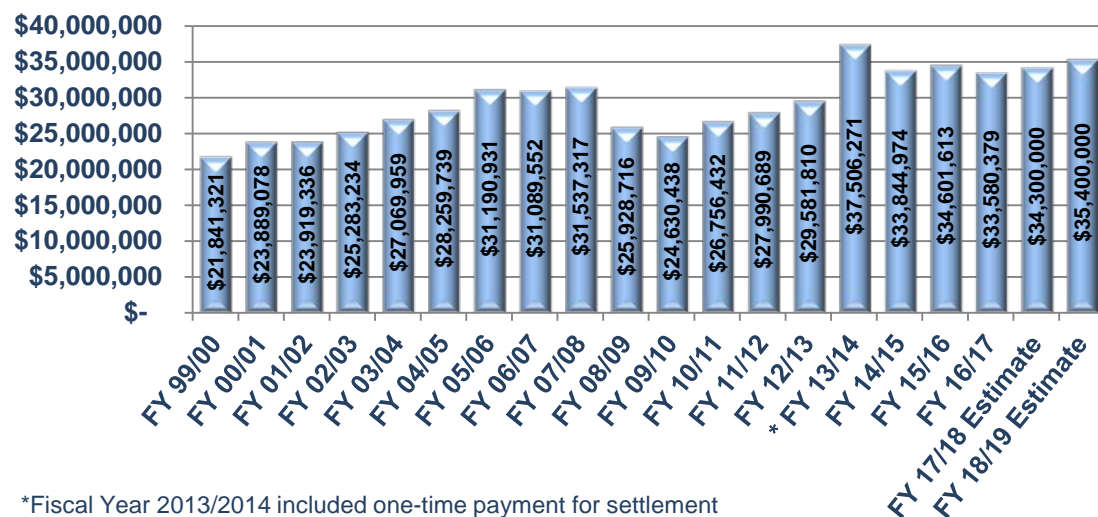
The federal budget and transportation programs have been highly unstable and difficult to forecast over the past several years. Congress passed multiple short-term extensions of the previous Transportation Act continuing to make transportation funding unpredictable. In December 2015, President Obama signed the five year Fixing America's Surface Transportation (FAST) Act. The FAST Act is the first law enacted in over ten years that provides long-term funding certainty for surface transportation, meaning States and local governments can move forward with critical transportation projects bringing some stability back to local governments. Unfortunately, the FAST Act was actually a slight reduction in revenues after adjusting for inflation.



This year VCTC will receive 48% of its revenue from the statewide one-quarter cent Local Transportation Fund (LTF) sales tax. VCTC passes through the majority (86.6% in Fiscal Year 2018/2019) of the LTF funds to local agencies. With the passage of SB 716, SB 203, SB 508 and AB 664 a larger portion of these funds are used for transit. A small portion will still be used for bicycles and pedestrians projects and cities with a population under 100,000 receiving TDA allocations can use these funds for streets and roads purposes after transit needs are met. VCTC uses the majority of its portion of the LTF funds for passenger rail with additional funds used for transit services, planning and administrative purposes.

The County enjoyed growing LTF receipts for many years (see Chart 4, *Local Transportation Fund Revenues Twenty Year History*). However, with the downturn of the economy in the late 2000's, LTF revenues declined and bottomed out in Fiscal Year 2009/2010. LTF revenues have returned to previous levels but growth has basically flattened while local governments continue to struggle with increasing demands.

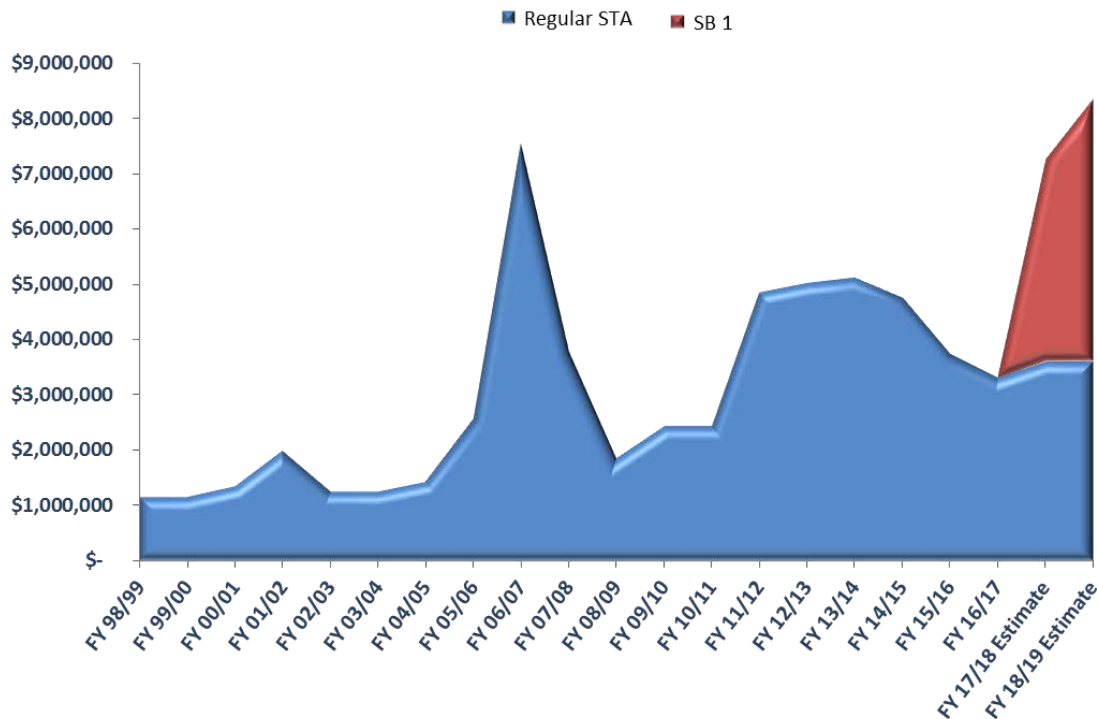
**Chart 4 - Local Transportation Fund Revenues Twenty Year History**



The second largest source of State revenues is the TDA State Transit Assistance (STA) funding. STA revenues are 11% of the budget and are used to fund VCTC Intercity Bus Service, Metrolink Commuter rail services within the County, LOSSAN, the Santa Paula Branch Line, and other transit projects. In prior years when the State's revenues fell short, the State Transit Assistance (STA) funds were raided by the State but this was legislatively addressed and the funds now flow to the Regional Transportation Planning Agencies.

The STA revenues were declining due to the reduction in the price-based portion of the diesel fuel tax as diesel prices were low and consumption continues to be offset by more efficient vehicles and/or vehicles that use alternative fuels. However, with the passage of Senate Bill 1 (Beal), *The Road Repair and Accountability Act of 2017*, STA revenues have increased (see Chart 5, *State Transit Assistance Revenues Twenty Year History*). Starting with a partial year of funds in Fiscal Year 2017/2018 and an anticipated full-year of funds in Fiscal Year 2018/2019, VCTC and other agencies will feel some relief with SB 1 and State of Good Repair funds.

Chart 5 - State Transit Assistance Revenues Twenty Year History



As can be seen in red in Chart 5, *State Transit Assistance Revenues Twenty Year History*, there is some good news with State funding. In April 2017, Senate Bill 1 (Beal) passed. SB 1 raises gas taxes and vehicle registration fees to generate funds for transit, and road repairs as well as provide funding for transit improvements and increasing the STA allocation. It is estimated that \$4.5 billion in new revenues will be raised statewide in Fiscal year 2018/2019. These funds will be split between State and local governments with some funds being automatically allocated and some funds being allocated by a competitive grants process.

Although the exact revenue amounts have not been determined, it is estimated that VCTC will receive approximately \$4.8 million in additional STA revenues (both Section 99313 and 99314) and State of Good Repair revenues. Additional funding that benefits Ventura County will be received directly by Metrolink and LOSSAN who are receiving additional funding for rail purposes while local jurisdictions in Ventura County will also see additional funds for streets and roads projects. Finally, Ventura County will be able to compete for additional grant funding through a competitive process.

However, there is talk that a ballot measure for voter repeal of SB 1 which will likely be placed on the ballot in November. Without this new revenue, maintenance of current levels of transit service, completion of projects started in anticipation of SB 1 and new projects would be in doubt. With this in mind, VCTC staff has not budgeted all of the estimated STA SB 1 revenues and reserved approximately \$1.5 million in expected SB 1 funding in case a transition is necessary.

VCTC, like most government agencies, must continue to provide services to the County's residents in the face of growing demand and decreasing revenues. The transportation system that enables mobility in Ventura County is beginning to show the strain of many years of under-funding. Highways once free flowing are now congested, pot holes are an all too familiar sight on city streets and bus and rail services are struggling just to maintain current schedules and fares.

While maintenance costs are increasing significantly, State and Federal funding for transportation is diminishing, is in question and/or typically requires a commitment (sometimes dollar for dollar) for a local investment before funds are allocated. Absent local funding, these federal and state funds will go to other counties that can provide the local match. All this contributes to a transportation system which cannot meet our current or future needs. Local investment in our transportation system enables Ventura County to compete for federal and state funds and brings the tax dollars back to the County.

VCTC continues to aggressively seek new revenues to support the County's transportation needs. Whether residents use public transit or not, public transit benefits all Ventura County residents by reducing congestion and improving air quality. Innovative strategic plans need to be developed now. These plans need to recognize the issues of an aging population that will place increased demands on transit and paratransit service and a diminishing revenue streams from taxes while educating the public on the significance of transportation in the County's overall economic health.



**Place holder for Fiscal Year 2018/2019 Budget Resolution**



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## FINANCIAL SECTION

### BUDGET PROCESS

The budget is an important tool used to measure and control financial accountability of public agencies for taxpayer dollars. The annual budget is used to communicate to the public, elected officials and other stakeholders detailed information about the anticipated allocation of resources and expenditures for the upcoming fiscal year and used as a financial barometer for financial policies and priorities.

The Ventura County Transportation Commission is responsible for transportation planning and the majority of transportation funding for the County of Ventura, as well as providing some direct services to the general public. The Commission uses the modified accrual basis of accounting for its governmental funds and the accrual basis of accounting for its proprietary funds. The budget is prepared with the same methodology.

After reviewing VCTC's accounting and financial reporting including its measurement focus and basis of accounting and researching industry practice, Governmental Accounting Standards Boards (GASB) 34, and other related pronouncements, the budget now includes an additional special revenue fund. VCTC management determined that VCTC should present the activities of the Santa Paula Branch Line as a special revenue fund based on the research and in an effort to provide more transparency of the activities on the Santa Paula Branch Line.

The Commission's budget contains seven funds: one general fund, four special revenue funds and two proprietary funds. These funds account for the Commission's budgeted resources. The general fund is used to account for all activities not legally required or designated to be accounted separately. The special revenue funds consist of the Local Transportation Fund, the State Transit Assistance fund, the Service Authority for Freeway Emergencies fund and the Santa Paula Branch Line fund. The proprietary funds consist of the VCTC Intercity fund and the Valley Express fund. As VCTC does not have any debt obligations (besides pension and OPEB), there is not a debt service fund.

The VCTC budget details each task the agency has undertaken and its associated task budget to provide a crisp snapshot of the agency's workload and expenses. The VCTC budget is prepared for a fiscal year beginning on July 1<sup>st</sup> and ending on June 30<sup>th</sup> and includes Information about the general fund, the special revenue funds and the proprietary funds. The budget is divided into two main sections: the Main Budget and the Program Task Budgets. The Main Budget contains the program overviews and projections and is intended to provide a general understanding of the programs for which VCTC is responsible for. The Program Task Budgets contain task level detail of each project within the six programs including objectives and accomplishments. This task driven budget is designed to provide fiscal accountability and a method to evaluate VCTC's services.



The process of planning and preparing the budget gives VCTC the opportunity to reassess its plans and goals for the upcoming and future years. Although the budget process is an on-going process, the budget cycle begins in January with a budget meeting to discuss major changes to the upcoming fiscal year. Then the Executive Director and management staff review actual progress of the current fiscal year's budget to adjust budgetary timelines for current projects and plan for future projects. After projects are identified, the project managers develop detailed line item budgets which include objectives, accomplishments, description, work elements, product, funding sources and expenditure comparisons. These task budgets are discussed with the Executive Director. The Finance Director then compiles the task budgets, prepares and reviews the main budget, and makes adjustments as directed by the Executive Director. The budget is then presented to the Executive Director who reviews the entire budget for overall presentation, consistency with VCTC's goals and objectives, the appropriateness of the funding sources for the identified tasks, and any recommended staffing changes.

The Draft Budget is reviewed in late March by the Finance Committee consisting of the Chair, Vice-Chair and Past-Chair. After receiving recommendations from the Finance Committee, the Draft Budget is presented to the full Commission in April with a hearing for public comment. After receiving guidance from the Commission, staff prepares the Final Budget. The Finance Committee reviews the proposed Final Budget in late May. The proposed Final Budget is presented to the Commission in June where an additional hearing is held for public comment. The Commission may then adopt the budget or request additional information and/or changes to the budget. The budget must be adopted before the beginning of the upcoming fiscal year.

After the budget is adopted, program managers have the on-going responsibility to monitor actual revenues and expenditures of the budget throughout the year. A budget report comparing actual revenues and expenditures to the budgeted amounts is presented to the Commission as part of the monthly agenda.

The budget is a living document and at times requires budget amendments due to changing needs influenced by the economy, legislation, updated project costs, estimates and other special circumstances. Budget amendments allow for a more useful and meaningful document against which to evaluate the accomplishments and challenges faced by the agency. When it becomes necessary to modify the adopted budget, the amendment procedure depends on the type of change that is needed. Administrative changes that do not result in an increase in the overall budget, but require line item transfers within tasks or programs require approval of the Executive Director. Similarly, the Executive Director's approval is only required for the reallocation of salary costs and revenues from one program to another or when substituting one approved funding source for another. Amendments that result in an increase to total expenditures and/or additional revenues require Commission approval through an agenda item.

The budget process for the development of the Fiscal Year 2018/2019 budget and monitoring of the Fiscal Year 2017/2018 budget is illustrated below in Chart 6, *Budget Process*.

**Chart 6 – Budget Process**

Budget Task	2017 Jul	2017 Aug	2017 Sep	2017 Oct	2017 Nov	2017 Dec	2018 Jan	2018 Feb	2018 Mar	2018 Apr	2018 May	2018 Jun
Budget Preparation												
Draft Budget Review												
Final Budget Review and Adoption												
Budget Monitoring												

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## FINANCIAL POLICIES

VCTC's financial policies provide the framework for the overall fiscal management of the organization. Financial policies provide guidance for the decision-making process, help to maintain financial stability, and provide accountability. The budget, revenue and cash management, investment, auditing, fund balance, capital asset and basis of accounting and budget policies are summarized below.

### ***Budget Policies***

Each fiscal year the Commission approves the VCTC budget which contains new revenues and expenditures, as well as estimated revenues and expenditures that are carried-over from the previous fiscal year. The budget must be balanced with anticipated revenues and appropriate fund balances. Administrative costs shall be both reasonable and necessary. The budget is task driven with participation by management staff under the guidance of the Executive Director. Actual expenditures are monitored against the budget throughout the year. Budget amendments occur throughout the year. The Executive Director has the administrative authority to approve budget transfers between budget line items, budget tasks and programs, reallocate staffing resources, and substitute one approved funding source for another. Amendments that increase the overall budget require Commission approval.

### ***Revenue and Cash Management Policies***

VCTC seeks new funding from federal, state and local sources in order to address the transportation and transit needs of the residents within Ventura County. Revenues will be deposited electronically when possible or when received directly, in a timely manner. Cash disbursements to local jurisdictions, consultants and vendors will be made in an efficient and timely manner.

### ***Investment Policies***

VCTC shall act in a prudent manner in accordance with its adopted investment policy when investing its funds to maximize investment earnings while keeping safety as the foremost objective. An investment report is included with the Commission's monthly budget item.

### ***Auditing Policies***

VCTC will produce a Comprehensive Annual Financial Report (CAFR) in accordance with Generally Accepted Accounting Principles (GAAP) as outlined by the Governmental Accounting Standards Board (GASB). An independent audit of the financial reports will be performed annually by qualified auditors from a recognized Certified Public Accounting firm. VCTC will also strive to maintain strong internal controls. As required, a single audit of federal funds and special audits such as a TDA audit of VCTC TDA funds and TDA recipients will be performed annually by qualified auditors from a recognized Certified Public Accounting firm.





### ***Fund Balance Policies***

VCTC reports its fund balances as nonspendable, restricted, committed, assigned and unassigned fund balances to identify the extent to which the Commission is bound to honor constraints on the specific purposes for which amounts can be spent. When both restricted and unrestricted resources are available for use, it is the Commission's policy to use the most restricted resources first and then unrestricted resources in the following manner: restricted, committed, assigned and unassigned. The Commission in its adopted fund balance policy has designated the authority to assign amounts used for specific purposes to the Executive Director and/or the Finance Director.

### ***Capital Assets Policies***

Capital assets are assets that are used in operations and have an initial useful life in excess of one year. Tangible assets with an initial cost in excess of \$5,000 and an estimated useful life greater than one year shall be depreciated over the assets useful life. Intangible capital assets with a cost in excess of \$50,000 and an estimated useful life in excess of two years will be amortized over the assets useful life. Capital assets not meeting these requirements will be expensed in the year of purchase. Repair and maintenance costs are expensed in the period incurred. Capital assets will be recorded in the capital asset ledger and a physical inspection compared against the inventory ledger shall be performed no less than once every two years.

### ***Basis of Accounting and Budgeting Policies***

Basis of accounting and budget refers to the concept of recognizing the time a transaction has occurred for the purpose of recording that transaction. VCTC's governmental fund types (general fund and special revenue funds: LTF, STA, SAFE and SPBL) use the modified accrual basis of accounting and the VCTC's Proprietary funds (VCTC Intercity and Valley Express enterprise funds) use the accrual basis of accounting. The budget is prepared with the same methodology. Furthermore, revenues are recognized as soon as they are both measurable and available. Revenues are considered available when they are collected within the current period or within 180 days of the end of the current fiscal period to be available to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred.



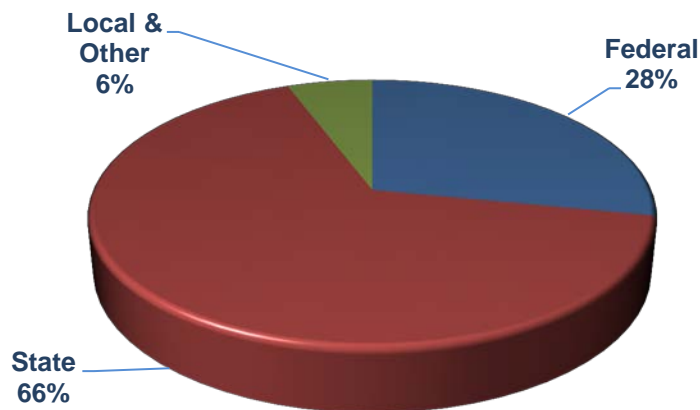
## REVENUES AND FUNDING SOURCES

An essential role of VCTC is to allocate state and federal funds to transportation projects within the County. Although the majority of these funds do not flow through the VCTC budget, the agency is the authority that allocates millions of dollars in transportation funds. Because of the significance of this responsibility, it is important to discuss this role of the agency.

As projects are prioritized in the County in accordance with Commission policy guidelines, VCTC allocates state and federal funds and designates a lead agency to administer the implementation of these projects. Once the Commission approves the programming of funds and a project is programmed in the Federal Transportation Improvement Program (FTIP), the lead agency is responsible for applying for funds through VCTC, State or Federal agencies as appropriate. These funds are then placed in the lead agency's local budget. If VCTC is designated as the lead agency, these funds will appear in the VCTC budget. These funds include, but are not limited to, Federal Transit Administration (FTA), Federal Surface Transportation Program (STP), Federal Congestion Mitigation and Air Quality (CMAQ), Active Transportation Program (ATP), State Transportation Improvement Program (STIP) and State Proposition 1B funds.

The revenues budgeted for VCTC in Fiscal Year 2018/2019 are estimated to be \$73,245,600 and include both new revenues and funds carried-over from the previous fiscal year. Chart 7, *Funding Source Summary*, shows the revenue split by federal, state, local and other sources. The Federal revenues total \$20,573,629. State revenues (including LTF, STA and SAFE) total \$48,493,325. The Local and Other revenues total \$4,178,646. More detailed information can be found following the discussion of revenues and funding sources on Chart 8, *Funding Sources*, Table 1, *Revenue Sources* and Chart 9, *Funding Source Detail* which provide further information about the budgeted revenues.

**Chart 7 – Funding Source Summary**



## Federal Revenues

### *Federal Transit Administration (FTA)*

The Federal Transit Administration provides funding for transit related programs in a variety of areas. FTA funds generally require the lead agency to match the federal funds with state or local funds. FTA projects are included in the Program of Projects (POP) based on an estimated apportionment prepared by staff, and feedback from transit operators on funding needs. The amount of FTA funding is provided in the federal register notice and then the FTA grant is prepared based on published apportionments. FTA divides the program funds into Sections as described below.

- Section 5304 “Statewide Planning” funds are available for planning studies conducted by Metropolitan Planning Organizations or their subrecipients. Eligible uses of the funds include urban, small urban, or rural transit planning studies, surveys and research, as well as internship program. The matching ratios are generally 88.53% federal and 11.47% local match.
- Section 5307 “Urban Area Formula” funds are available for capital, capital leases and maintenance, planning projects, and for operating in urbanized areas under 200,000 residents or in the case of transit operators with fewer than 100 buses. Capital and planning ratios are generally 80% federal to 20% local match. The majority of FTA funds received by VCTC are Section 5307 funds.
- Section 5310 “Elderly and Disabled” funds are for transportation capital expenditures for paratransit services to elderly and disabled individuals. The ratio is generally 80% federal to 20% local match.
- Section 5311 “Rural” funds provide support for rural transit operating subsidies and capital projects. Operating match can be up to 50% of net operating costs whereas the capital match is usually 20%. Historically, the majority of the 5311 funds were programmed by VCTC and administered by the State but used by other agencies.
- Section 5316 “Jobs Access and Reverse Commute (JARC)” funds are for projects that improve access to employment for low-income individuals. Operating costs can generally be reimbursed up to 50%, and capital costs up to 80%. MAP-21 combined this program with Section 5307 in future grants.
- Section 5317 “New Freedom” funds are for new transit services for disabled individuals, which go beyond the ADA minimum requirements. Operating cost reimbursement is up to 50%, and capital cost up to 80%. MAP-21 combined this program with Section 5307 in future grants.
- Section 5337 “State of Good Repair” funds are provided under the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) transportation authorization. Funds may be used for rail capital projects including rehabilitation.
- Section 5339 “Bus and Bus Facilities Program” funds are apportioned to urban areas by formula. The funds can be used for bus-related capital projects.
- CMAQ transfer funds are transit project revenues transferred from the FHWA to the FTA. These projects are implemented by VCTC and its subrecipients and then included in FTA-administered grants to VCTC. The match rate is 88.53% federal and 11.47% local for capital projects and 50/50 match rate for transit operations “demonstration” projects which can only be used to subsidize the first 5 years of costs for new or expanded service.

VCTC’s budget contains \$15,695,029 in FTA revenues.



### ***Federal Highway Administration (FHWA)***

The Federal Highway Administration funds guarantee funding for highways, highway safety, and local roads. These funds are allocated to states and then to Regional Transportation Planning Agencies (RTPA) including VCTC. VCTC further allocates these funds based on federal laws and regulations. The FHWA classifies its funds into Surface Transportation Program (STP) funds, Congestion Mitigation and Air Quality (CMAQ) funds and Transportation Alternatives Program (TAP) funds. In California, the TAP funds are the primary component of the Active Transportation Program (ATP). VCTC has historically programmed the majority of FHWA funds for other agencies within the county and Caltrans Local Assistance Division administers the funds directly.

### ***Surface Transportation Program (STP)***

The Surface Transportation Program funds provide revenue for federal-aid highways, bridge projects on public roads, and transit capital projects, as well as local streets and road improvement projects. The matching ratio is generally 88.53% federal to 11.47% local match. STP funds are allocated by the Commission and administered through Caltrans. STP estimates and apportionments are published by Caltrans. Projects are programmed by VCTC in the TIP based on the Caltrans estimates and then Caltrans obligates funds against the apportioned amounts they publish. VCTC's budget contains \$4,604,500 in STP revenues for activities related to the Route 101 environmental document preparation.

### ***Congestion Mitigation and Air Quality (CMAQ)***

The Congestion Mitigation and Air Quality funds are allocated by the Commission for transportation projects which reduce transportation related emissions. These funds provide revenue for public transit projects, rail transit capital improvements, pedestrian and bicycle paths and other projects that serve to reduce congestion and improve air quality. CMAQ estimates and apportionments are published by Caltrans. Projects are programmed by VCTC in the TIP based on the Caltrans estimates and Caltrans obligates funds against the apportioned amounts they publish. VCTC's budget contains \$274,100 in CMAQ revenues.



## **State Revenues**

### ***Transportation Development Act (TDA)***

The Transportation Development Act funds are comprised of two separate revenues: the Local Transportation Fund and the State Transit Assistance.

### ***Local Transportation Fund (LTF)***

The Transportation Development Act, Public Utilities Code 99200, authorizes the creation of a Local Transportation Fund in each county for transportation purposes. Revenues for the Local Transportation Fund are derived from one-quarter cent of the general statewide sales tax and are returned to the County of origin. These funds are received monthly (in-arrears) from the State and are held in trust by the County of Ventura. Disbursement of LTF revenues requires a three-step process: apportionment by the Commission, allocation by VCTC staff and disbursement by the County. The LTF revenues for the upcoming fiscal year are estimated by the Ventura County Auditor-Controller to be \$35,400,000.

As the administrator of the Local Transportation Funds, VCTC will apportion and allocate \$35,200,000 to local agencies in the upcoming year. Of this amount, \$14,500 is for County Administration, \$673,535 will be apportioned and allocated through a competitive project process and by Class I maintenance miles for Article 3, Bicycle and Pedestrian, funds and \$29,772,355 will be apportioned to local agencies by population to Article 4, Public Transportation, Article 8a, Streets and Roads, and Article 8c, Transit. In addition to the role of administrator for the LTF, VCTC is a direct recipient of the Local Transportation Funds for planning, administration, and commuter rail programs in the budgeted transfer amounts of \$704,000, \$804,747 and \$3,230,863 respectively. These funds will be reflected as a fund transfer from LTF to the general fund in the budgeted amount of \$4,739,610. An additional \$148,876 of carry-over fund balance from Fiscal Year 2017/2018 is added to the new apportionment above for a total Article 3 Rail allocation \$3,379,739. Also, it is anticipated that \$600,000 of LTF general fund balance will be used for administration and planning purposes.

### ***State Transit Assistance (STA)***

The Transportation Development Act provides a second source of revenue with the State Transit Assistance revenues. State Transit Assistance revenues are derived from the State portion of the sales tax on diesel fuel. The State Controller allocates these funds based on the County's population (PUC 99313 allocation) and revenue miles (PUC 99314 allocation) of each eligible transit operator. With the passage of SB 1 this year's budget also contains new STA – State of Good Repair funding (approximately \$1.3 million) and increased allocations (approximately \$3.4 million) of regular STA funding. The State generally disburses the STA revenues on a quarterly basis (in-arrears) and the funds are held in trust by the County. STA revenues are restricted for transit purposes and are administered by VCTC. At this time the State is estimating \$8,355,405 in STA revenues. The STA funded expenditures of \$9,281,412 will be transferred from the STA fund to other funds and thus, are shown as an "other financing source/transfer in/out." These expenditures include carry-over projects and \$2,662,472 State of Good Repair projects.





### ***Service Authority for Freeway Emergencies (SAFE)***

The Service Authority for Freeway Emergencies Vehicle Registration Fees (VRF) was created under Chapter 14 (commencing with Section 2550) of Division 3 of the California Streets and Highways Code and Section 2421.5 and 9250.1 of the Vehicle Code. In 1991 the Commission began to manage the operation and expansion of the cellular callbox system and related operating and capital expenditures under the SAFE program. SAFE receives revenues from the \$1 fee levied on registered vehicles to be used to implement and maintain an emergency motorist aid system, as specified, on the freeways and state highways in the County. Staff estimates the annual revenues based on prior year receipts. VCTC's budget contains \$800,000 in SAFE revenues.

### ***State Transportation Improvement Program (STIP)***

Under the "gas tax swap" approved by the State in 2010, the State Transportation Improvement Program (STIP) funds are now funded by fuel excise taxes which are automatically adjusted to equal the funding formerly provided by Proposition 42 (sales tax on gasoline). The STIP consists of two types of funds: Regional Improvement Program (RIP) and Interregional Improvement Program (IIP) funds. The RIP funds are available for capacity projects and are 75% of the STIP funds. The remaining 25% of the STIP funds are IIP and are available for capacity projects on the State regional road system and for Intercity Rail projects. VCTC, as the Regional Transportation Planning Agency (RTPA) is responsible for proposed project selection of RIP while Caltrans is responsible for proposed IIP project selection. Both programs must be approved and allocated by the California Transportation Commission (CTC). As a subset of the STIP program, VCTC can claim up to 5% in planning, programming and monitoring (PPM) funds for administrative purposes. The County's share of STIP funds is published by the CTC and then VCTC nominates projects to come from the County share. VCTC has claimed STIP funds for the Lewis Road Project in previous budgets, but this budget contains no STIP funds.

### ***Planning, Programming and Monitoring (PPM)***

The Planning, Programming and Monitoring funds are derived from the STIP. When SB45 was enacted in 1999, many of the rules governing the funding and monitoring of projects in the Regional Improvement Program (RIP) changed. VCTC receives PPM funds to provide increased planning, programming and monitoring responsibilities required by the State. VCTC can program up to 5% of the STIP County share for PPM purposes that are published by the CTC. VCTC's budget contains \$473,177 in new and carry-over PPM revenues.



### ***Proposition 1B***

In 2006, Californians approved Proposition 1B, which funds various transportation programs from bonds issued by the State of California. Programs funded through Proposition 1B include transit capital, corridor mobility improvements, STIP augmentation, goods movement, state-local partnership funds, and local streets and roads allocated directly to cities and counties. In the past, VCTC has received Proposition 1B funding for various projects including Metrolink, Valley Express and VCTC Intercity Service. Proposition 1B apportionments are published by the State Controller and then VCTC submits grant requests based on the apportionments. At this time the VCTC budget contains \$2,037,000 in Proposition 1B revenues.

### ***Low-Carbon Transit Operations Program (LCTOP)***

Beginning in Fiscal Year 2014/2015, the State has provided a portion of its transportation-related cap-and-trade auction proceeds to transit operators by formula for public transit capital and operating assistance to reduce greenhouse gas emissions. Funds spent for ongoing transit can only be for new or expanded services. Half of the apportioned funds must be used to benefit areas specified by the California Environmental Protection Agency as being economically and environmentally disadvantaged, which in Ventura County is defined to include southern and eastern Oxnard, southern Santa Paula, and Piru. LCTOP apportionments are published by the State Controller and then VCTC submits grant requests based on the apportionments. VCTC's budget includes \$1,409,943 LCTOP funds at this time.

### ***California Public Utilities Commission (CPUC) Signal Funds***

In 1965, the Grade Crossing Protection Maintenance Fund was established to pay the local agency's share of the cost of maintaining automatic highway/rail crossing warning devices installed or upgraded after October 1, 1965. Each year funds are approved by the Legislature and allocated and administered by the California Public Utilities Commission (CPUC) railroad operating companies/agencies in California. The amount received by agencies each year is based on the number and type of signalized railroad grade crossings maintained by each applicant. Staff estimates the number each year based on prior year's receipts. VCTC's budget contains \$17,800 in Signal revenues.



## **Local and Other Funding Sources**

### ***Local Contributions and Fees***

VCTC receives local funding from other agencies. These funds include contributions from the Air Pollution Control District (APCD), Santa Barbara County Association of Governments (SBCAG), the cities and County of Ventura, Moorpark College, California State University, Channel Islands (CSUCI), etc. to support VCTC and regional programs. Local funds also include fares paid on the VCTC Intercity and Valley Express buses and lease payments paid through the Santa Paula Branch Line. These funds are estimated by staff based on projected expenditures and prior receipts. VCTC's budget contains \$2,670,646 in local contribution revenues and \$1,398,000 in local fee revenues.

### ***Investment Income and Other Revenues***

Other funding sources include interest and miscellaneous income. VCTC utilizes investment income to offset expenditures when possible. Interest is estimated by staff based on prior receipts and current rates. VCTC's budget contains \$110,000 in investment income and other revenues.



Chart 8 – Funding Sources

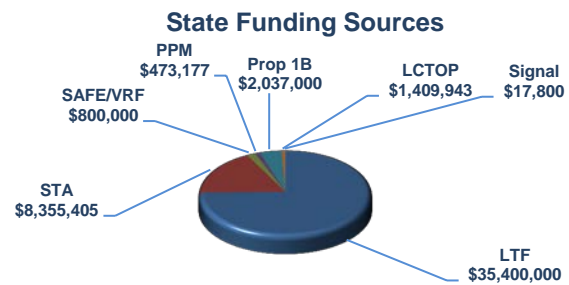
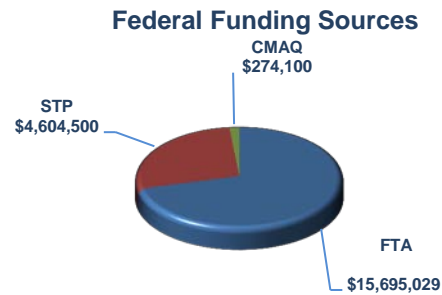
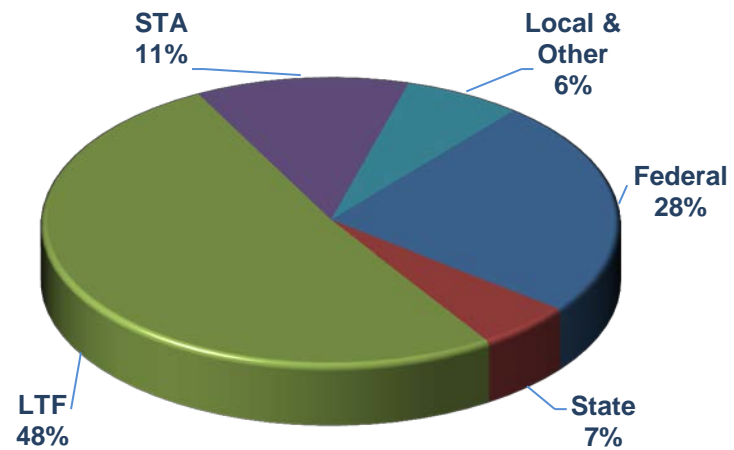
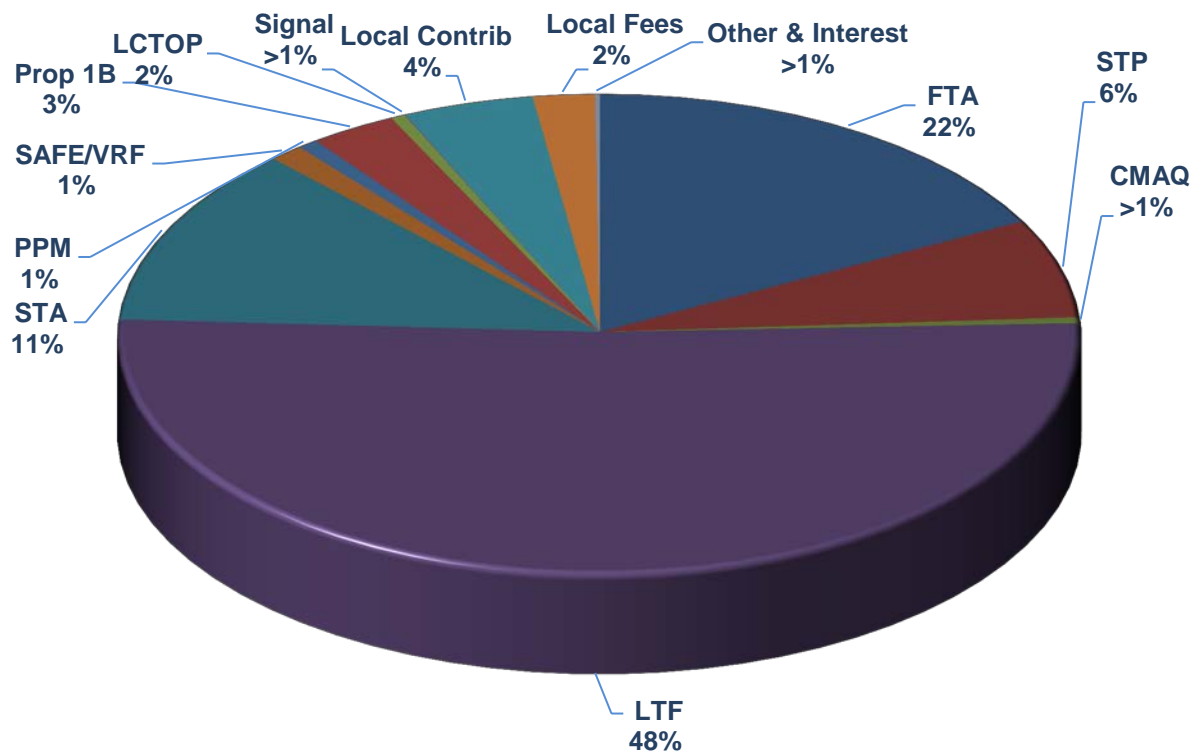


Table 1 – Revenue Sources

Funding Source	Fiscal Year 2016/2017 Actual	Fiscal Year 2017/2018 Budget	Fiscal Year 2018/2019 Budget
Federal Transit Administration (FTA)	\$10,198,215	\$15,438,604	\$15,695,029
Surface Transportation Program (STP)	6,491	582,500	4,604,500
Congestion Mitigation and Air Quality (CMAQ)	415,653	443,000	274,100
Local Transportation Fund (LTF)	33,580,379	34,300,000	35,400,000
State Transit Assistance (STA)	3,305,366	3,609,126	8,355,405
Service Authority for Freeway Emergencies (SAFE)	800,633	800,000	800,000
Planning, Programming and Monitoring (PPM)	455,858	733,600	473,177
Proposition 1B	280,848	2,535,232	2,037,000
LCTOP – Cap and Trade	270,448	572,303	1,409,943
California Public Utilities Commission Signal	43,750	17,800	17,800
Local Contributions	2,387,362	3,205,361	2,670,646
Local Fees	1,652,884	1,651,962	1,398,000
Investment Income and Other Revenues	121,424	105,000	110,000
<b>Total Funding Sources</b>	<b>\$53,519,311</b>	<b>\$63,994,488</b>	<b>\$73,245,600</b>

Chart 9 – Funding Source Detail



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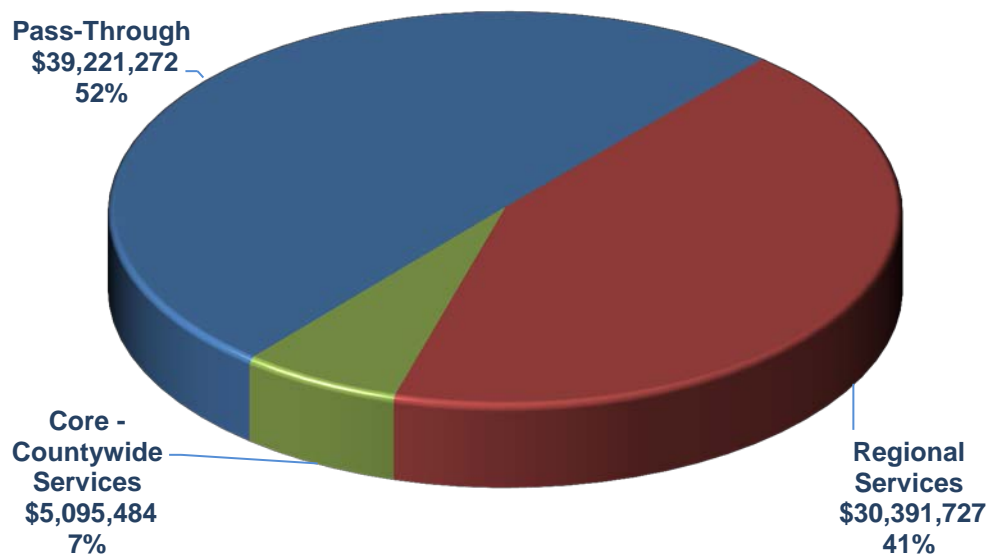


## PERSONNEL AND OPERATIONS

### PERSONNEL AND BENEFITS

The Ventura County Transportation Commission employs a small but extremely capable team of transportation professionals, administrative support staff and customer service representatives. Although the Ventura County Transportation Commission was established as a planning and funding organization, over time it has also evolved into an implementation agency responsible for providing regional services to other agencies and the general public. The Commission's current responsibilities can be broken down into three major areas: Core-Countywide Services, Regional Services and Pass-Through Services. Core-Countywide services include the day-to-day operations and activities outlined in enabling legislation consisting of regional transportation planning and funding. Regional services include programs the agency operates to provide centralized services and/or cost efficiency to the County we serve. Pass-Through services provide a mechanism to receive and distribute "pass-through" funds to other agencies. Below in Chart 10, *Pass-Through, Regional and Core-Countywide Service Expenditures*, is a breakdown of VCTC's expenditures by service type and a listing of the projects and a breakdown of budgeted staff hours spent on these projects by service type is listed in Table 2, *Pass-Through, Regional and Core-Countywide Services and Associated Hours*.

**Chart 10 – Pass-Through, Regional and Core-Countywide Service Expenditures**

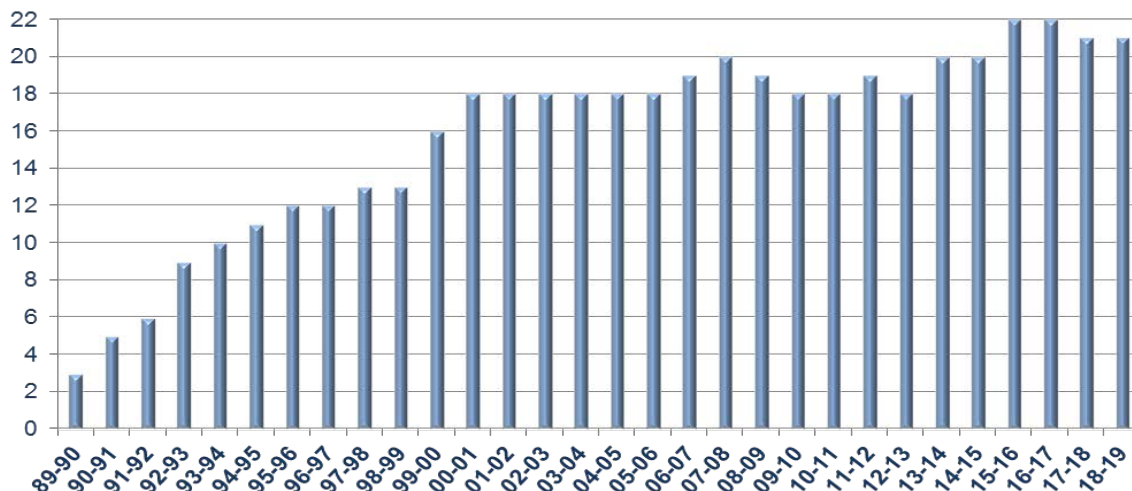


**Table 2 – Pass-Through, Regional and Core-Countywide Services & Associated Hours**

Core - Countywide Services	Regional Services	Pass-Through Services
Airport Land Use Commission	Highway Program Management	TDA Administration
Callbox System	LOSSAN & Coast Rail Council	Transit Grant Administration
Community Outreach	Metrolink Commuter Rail	
Freight Movement	Santa Paula Branch Line	
Management & Administration	Senior & Disabled Transp. Services	
Regional Transit	SpeedInfo Highway Speed Sensors	
Regional Transportation Planning	Regional Transit Information Center	
Rideshare Programs	Regional Transit Technology	
State & Federal Governmental Relations	Valley Express	
TDA Administration	VCTC Intercity Services	
Transit Grant Administration		
Transportation Programming		
<b>Staff Hours</b>	<b>Staff Hours</b>	<b>Staff Hours</b>
<b>27,111</b>	<b>15,353</b>	<b>1,216</b>
<b>Total Staff Hours = 43,680</b>		

Growing from three employees in 1989 to its current proposed roster of twenty-one regular full-time employees, staffing includes fourteen professional positions and seven support and customer service positions (see Chart 11 *Number of Employees*, Chart 16, *Staff Organization*, and Chart 17 *Functional Organization*).

**Chart 11 – Number of Employees**



Full-time equivalent employees equal the number of employees on full-time schedules plus the number of employees on part-time schedules converted to a full-time basis. Last year, VCTC had twenty-one full-time employees budgeted. This year staffing remains the same (see Table 3, *Full Time Equivalents by Program*) although duties have shifted.

**Table 3 – Full Time Equivalents by Program**

Program	Fiscal Year 2016/2017 Actual	Fiscal Year 2017/2018 Budget	Fiscal Year 2018/2019 Budget
Transit and Transportation	4.5	5.9	<b>5.5</b>
Highway	0.2	0.2	<b>0.5</b>
Rail	0.8	1.2	<b>1.1</b>
Commuter Assistance	2.4	2.6	<b>1.8</b>
Planning and Programming	5.3	4.9	<b>5.9</b>
General Government	6.2	6.2	<b>6.2</b>
<b>TOTAL</b>	19.4	21.0	<b>21.0</b>

Below in Table 4, *Schedule of Salary Ranges*, the Fiscal Year 2018/2019 salary ranges are detailed by classification. The ranges below reflect the proposed 2.5% cost-of-living adjustment.

**Table 4 – Schedule of Salary Ranges**

Staffing Level	No. of Employees	Range	
Executive Director	1	No established range	\$248,843
Director	4	\$109,108	\$147,921
Manager	6	\$ 70,132	\$109,871
Planner/Analyst	3	\$ 50,100	\$ 88,625
Support Staff II	5	\$ 43,827	\$ 63,545
Support Staff I	2	\$ 24,960	\$ 40,331

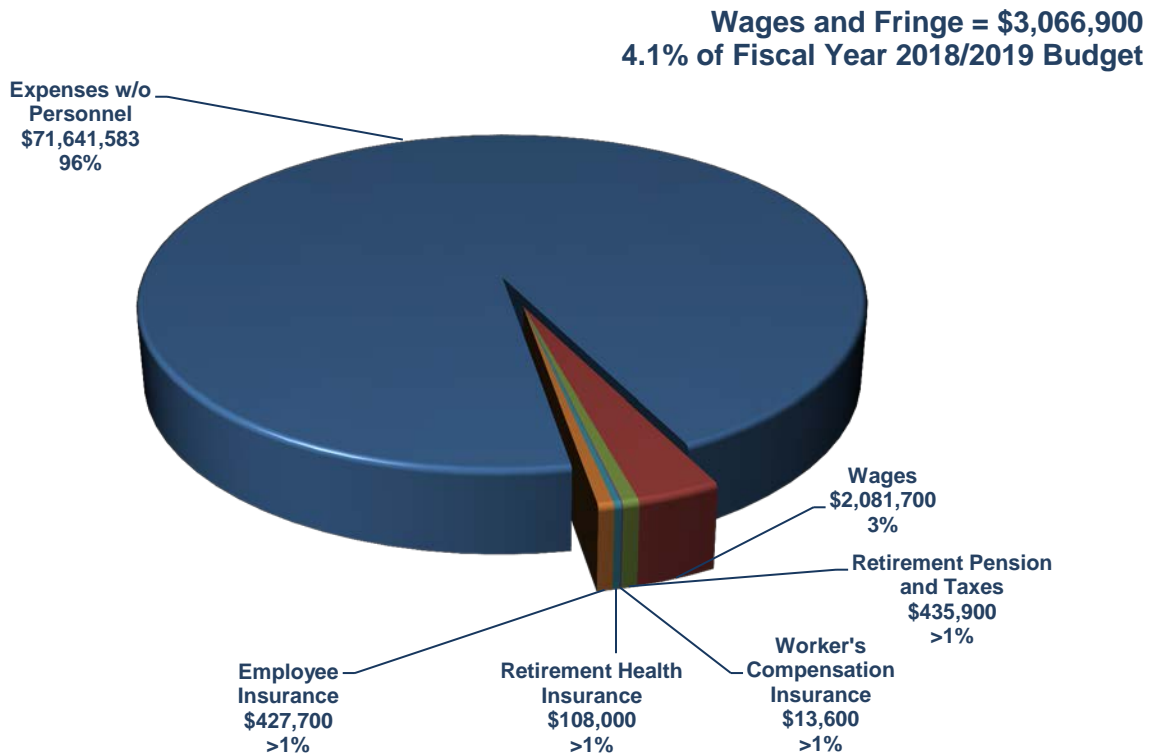
This budget includes one proposed change in classification for one position. The Program Analyst position under the Programming Director was reclassified to a manager level position pending Commission approval. The staff member currently in the analyst position would be elevated to the manager position and the analyst position would be removed.

The Commission's salary and fringe benefits total \$3,066,900 or 4.1% of the Fiscal Year 2018/2019 budget (see Table 5, *Personnel Budget* and Chart 12, *Personnel Costs*). This represents an increase of \$500 or 0.02% from the Fiscal Year 2017/2018 budget of \$3,066,400. The budget contains one position with costs that are fully burdened as the position is currently vacant. The Wages total of \$2,081,700 includes approximately \$28,500 for potential merit increases for eligible employees not at the top of their range and 2.5%, or \$49,000, proposed cost-of-living-adjustment for all employees. Benefits account for 1.3% of the budget.

**Table 5 – Personnel Budget**

<b>Personnel Costs</b>	<b>Fiscal Year 2016/2017 Actual</b>	<b>Fiscal Year 2017/2018 Budget</b>	<b>Fiscal Year 2018/2019 Budget</b>
Wages	\$1,811,578	\$2,077,200	<b>\$2,081,700</b>
Retirement Pensions and Taxes	368,694	423,300	<b>435,900</b>
Worker's Compensation Insurance	18,876	20,200	<b>13,600</b>
Retirement Health Insurance/OPEB	109,000	109,000	<b>108,000</b>
Employee Insurance	363,641	436,700	<b>427,700</b>
<b>Total Expenditures</b>	<b>\$2,671,789</b>	<b>\$3,066,400</b>	<b>\$3,066,900</b>

**Chart 12 – Personnel Costs**

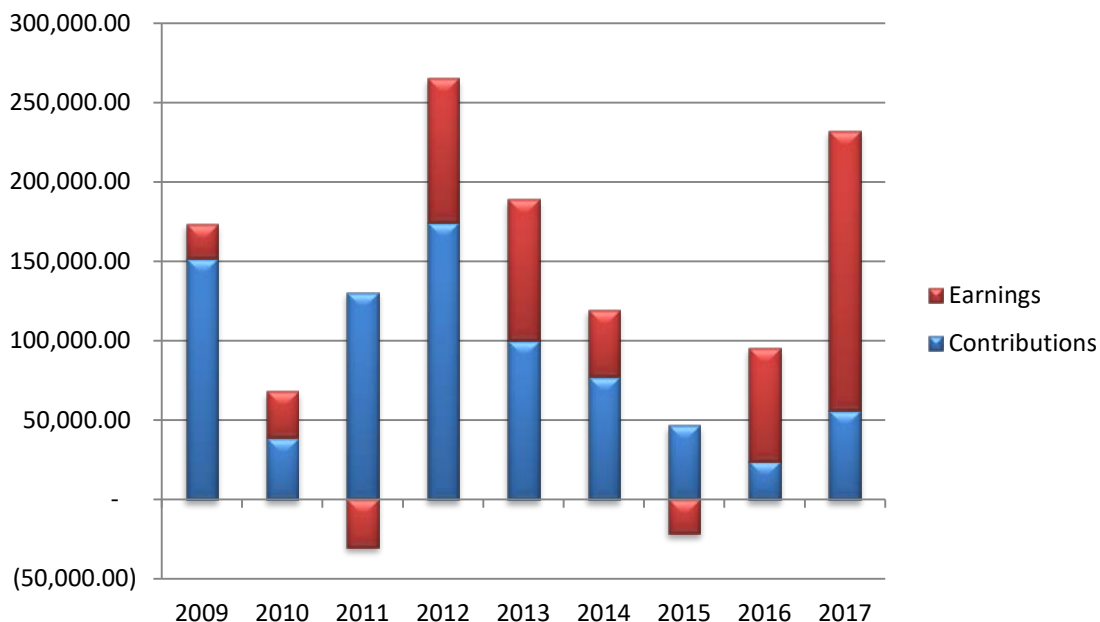


The Commission has two tiers of retiree health insurance. The first tier provides single premium retiree health care coverage for the retiree. This tier was closed by Commission action in 2010 and will be eliminated over time as existing “grandfathered” employees separate from VCTC. Grandfathered employees only receive this benefit if they retire directly from VCTC. If an employee separates from VCTC before retirement, this benefit is forfeited. Currently, there are eleven retirees in this tier. The second tier provides retiree health care coverage for the retiree at the minimum required CalPERS contribution. If an employee separates from VCTC before retirement, this benefit is forfeited. Currently there are no retirees in this tier.

Retiree healthcare cost of \$108,000 will be used to pay for retiree healthcare costs and prefund the Other Post-Employment Benefits (OPEB) Trust. The amount is \$1,000 less than the previous fiscal year and is based on the current actuary valuation from 2017. The unfunded actuarial accrued liability (UAL) is \$365,000 with a remaining amortization period of seven years.

In 2009, the Commission started prefunding its OPEB trust (with the California Employer's Retiree Benefit Trust or CERBT) which allows the Commission to offset retiree healthcare/OPEB costs through compounded investment earnings. As of December 2017, the Commission's trust has earned approximately \$468,520 in net earnings (see Chart 13 *OPEB Trust Earnings and Contributions*) with an average annual internal rate of return since inception of 8.7%. The OPEB Trust fund's balance at December 2017 was \$1,261,497 and the funded ratio was 75.8%.

**Chart 13 – OPEB Trust Earnings and Contributions**

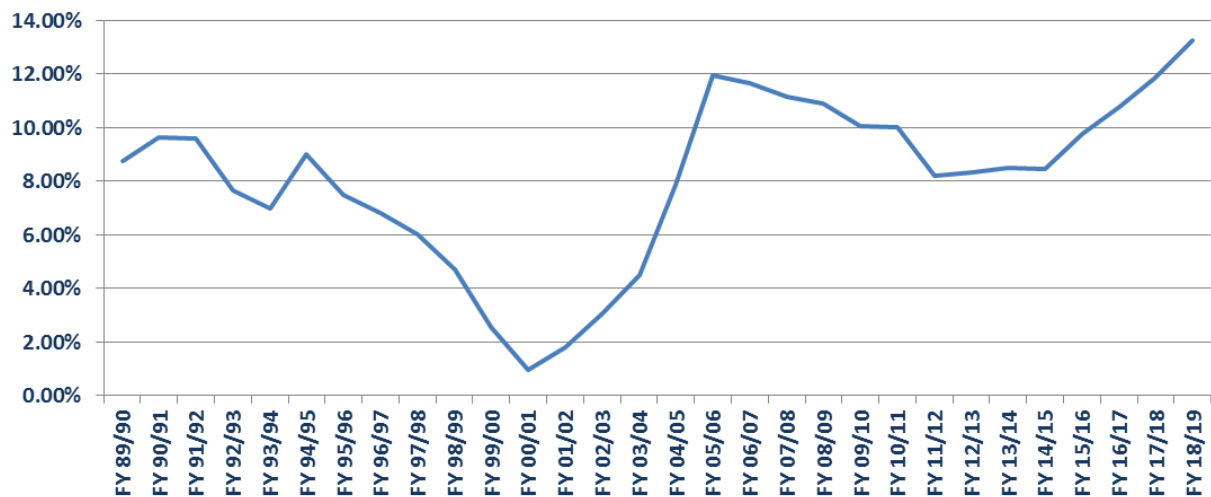


VCTC has three pension tiers. The first tier includes “CalPERS Classic” employees hired before May 1, 2015 receiving the 2% at 60 formula with the employee portion paid by the Commission. This tier was closed by Commission action in 2015 and will be eliminated over time as existing “grandfathered” employees separate from VCTC. There are currently ten active employees in this tier. The second tier includes the “CalPERS PEPPRA” employees receiving the 2% at 62 formula with employee paying the employee portion. Currently there are seven employees within this tier. The third tier includes the “CalPERS Classic” employee hired after May 1, 2015 receiving the 2% at 60 formula with the employee paying the employee portion. Currently there are three employees in this tier. There is currently one vacant position. As turnover occurs and vacant positions are filled, the new employees will either fall into tier two or three depending on their CalPERS status.

In Fiscal Year 2015/2016, CalPERS changed its method for calculating employer contributions. Employers are now required to pay for their “normal cost” or current contributions as a percentage of payroll and pay for their unfunded accrued liability (UAL) in a set dollar amount. In Fiscal Year 2018/2019, the weighted average, blended employer’s current contribution is 13.25% of payroll (11.84% in Fiscal Year 2017/2018). This rate includes the UAL payment of \$103,350 towards VCTC’s total UAL of \$2,024,617.

VCTC remains among the agencies receiving the lowest increases to pension costs. The increase remains relatively small because VCTC made a fiscally prudent decision to keep the benefit factor at 2% @ 60 for Classic employees. VCTC is also starting to benefit from PEPRA. Although the rates have fluctuated over the years (see Chart 14, *Historical Pension Employer Rates*), VCTC’s weighted average, blended employer rate since 1989 (or 30 years) is 8.064%.

**Chart 14 – Historical Pension Employer Rates**

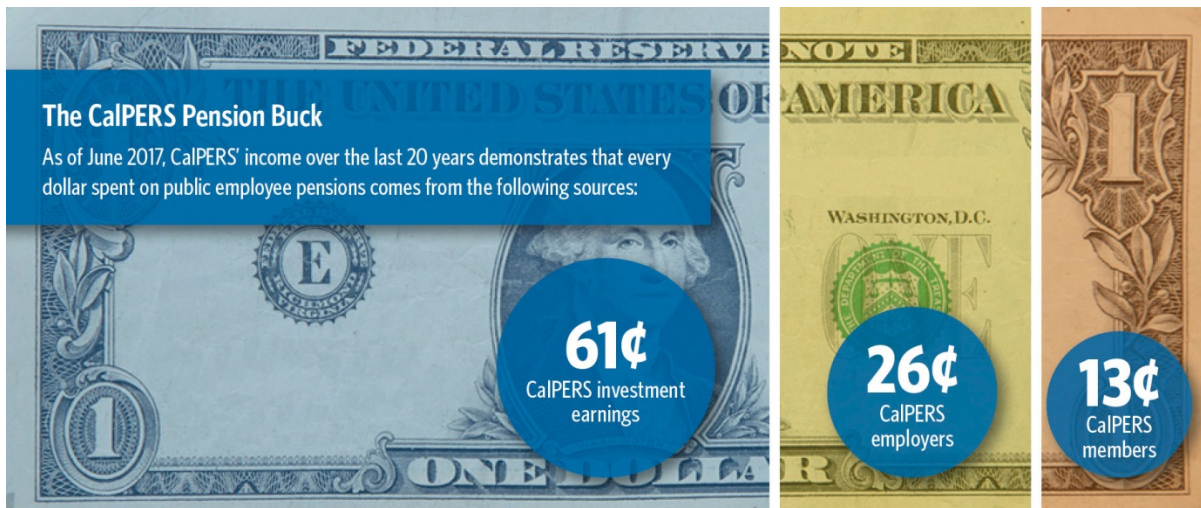


Every few years CalPERS performs an actuarial assumption study that reviews their economic and demographic assumptions. Then CalPERS modifies the information used to compute the employer’s required contributions. These modifications include asset liability management, actuarial assumption changes like mortality rates, discount rate adjustments and changes necessitated by PEPRA. Other adjustments occur annually, such as the adjustment for investment returns. The most recent assumption change impacting the current rates is the lowering of the discount rate from 7.5% to 7% over the next several years. A change that will impact rates beginning in Fiscal Year 2021/2022 is the shortening of the amortization period (from 30 years to 20 years) used to recognize gains and losses. CalPERS has not released the estimated impacts of this change, but it will mean employer rates will increase. Although many of these adjustments will increase employer rates, the anticipated outcome should be a more stable and sustainable pension plan.



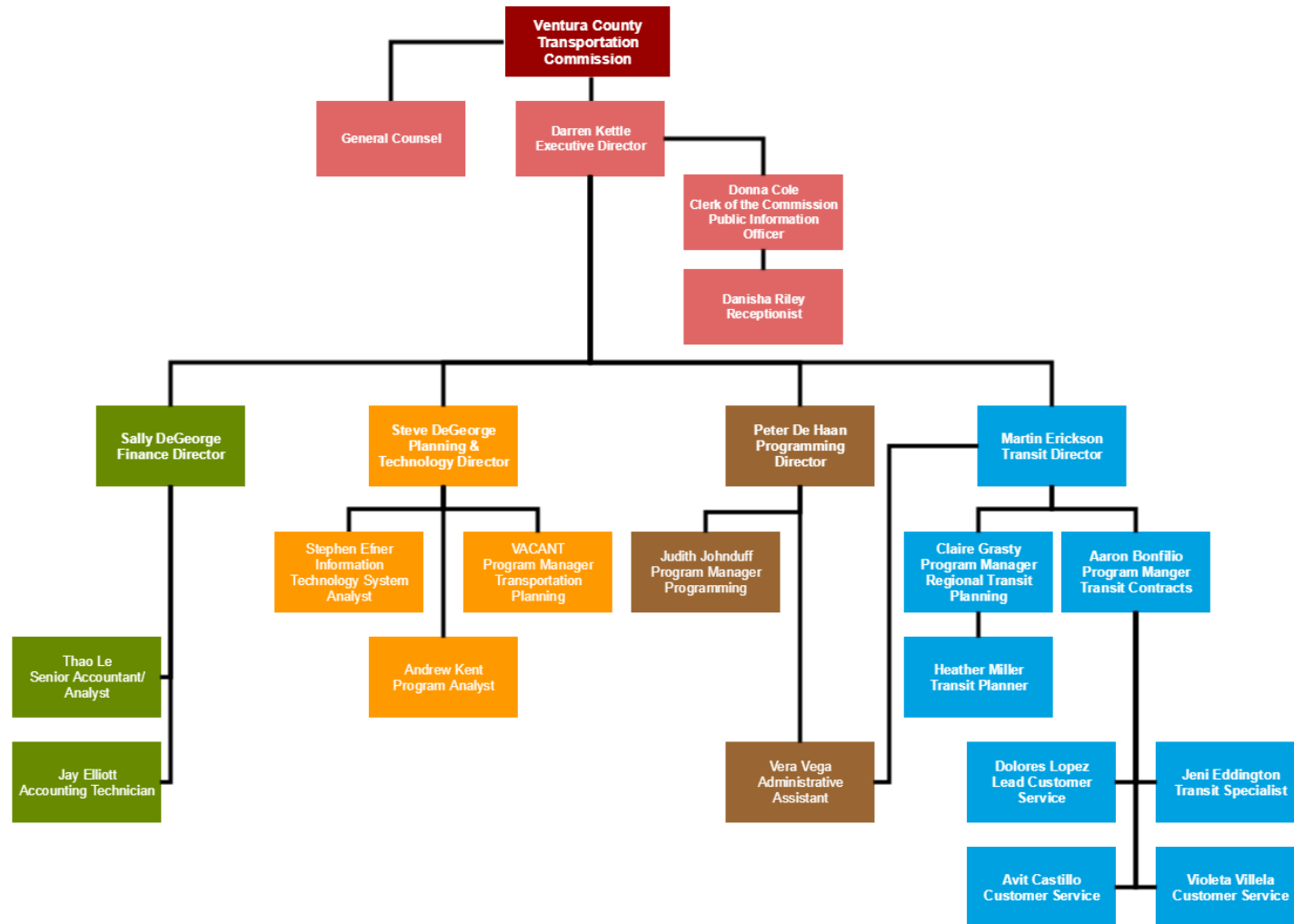
Pension benefits are largely funded (61%) from investment earnings (see Chart 15, *CalPERS Pension Buck*) with employer and employee contributions filling in the gaps. CalPERS investment returns averaged 11.2% for the last year, 8.8% for the last five years, and 6.6% for the last 20 years. As of June 30, 2016 (the latest actuary valuation), VCTC has pension assets of \$7,228,688 with a weighted average, blended funded ratio of 78.1%. When investment returns are lower than anticipated, VCTC's funded ratio will decrease. Conversely, when the returns are higher than anticipated, the funded ratio will increase.

**Chart 15 – CalPERS Pension Buck**



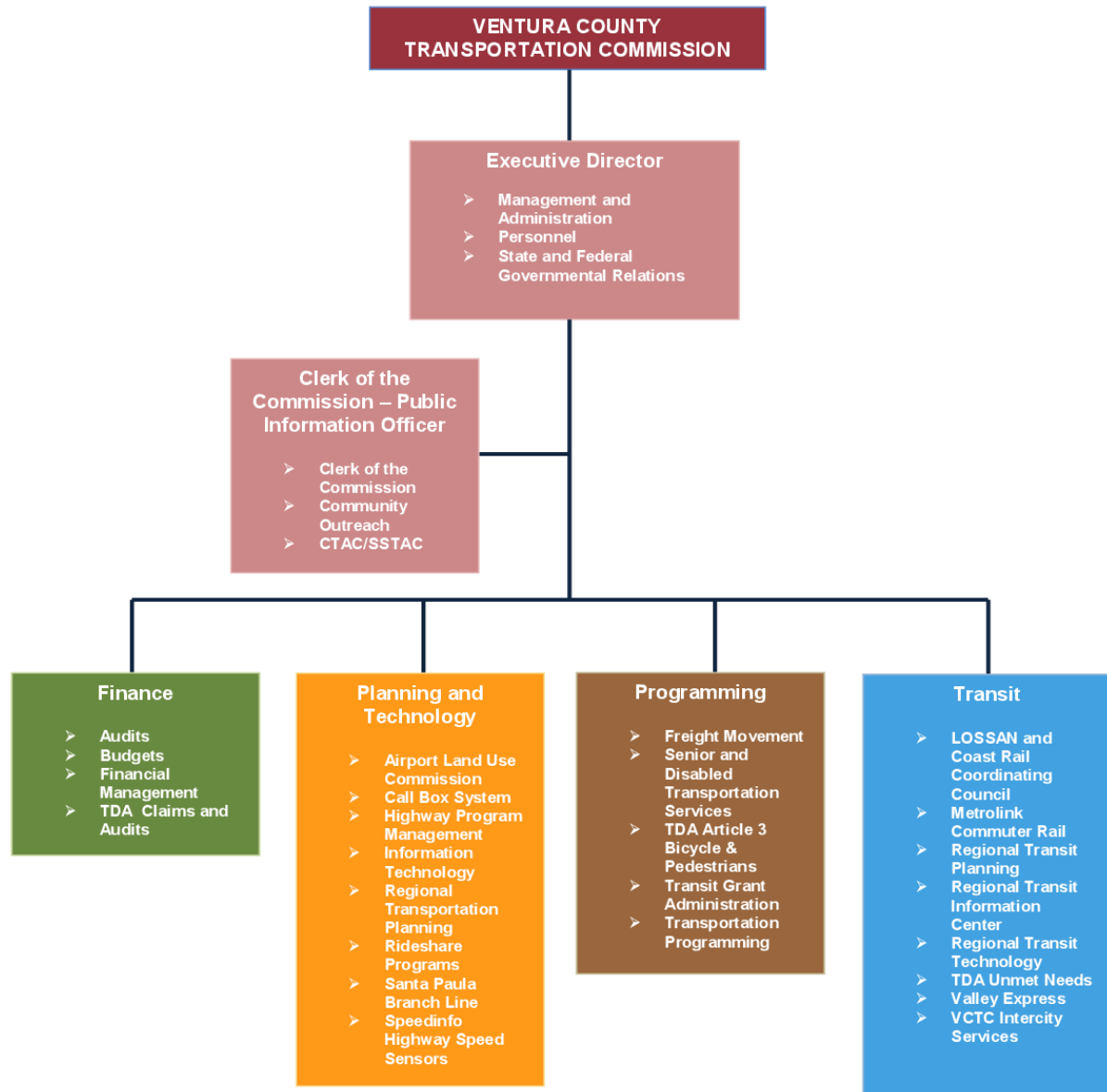
## Staff Organizational Chart

Chart 16 – Staff Organization



## Functional Organizational Chart

### Chart 17 – Functional Organization



## INDIRECT COST ALLOCATION PLAN

Indirect costs represent the expenditures that are attributable to the general operation of the organization but are not directly tied to a particular grant, contract, project function or activity. Indirect cost allocation plans (ICAP) are designed to promote fair and equitable sharing of indirect costs and allow the “full” costs of services to be recognized. An indirect cost allocation plan is prepared so that the Ventura County Transportation Commission (VCTC) can charge indirect costs to the various projects.

VCTC's indirect rate is calculated as a fixed rate with a carry-forward adjustment and thus changes each year. The fixed rate used is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined after the audit is completed, any differences between the application of the fixed rate and actual costs will result in an over or under recovery of costs. The over or under recovery will be carried forward, as an adjustment to the calculation of the indirect cost rate, to the second fiscal year subsequent to the fiscal year covered by this plan. When applicable, the adjustment expense is paid out of the unassigned general fund balance and is shown under the Management and Administration budget task when over collected. If the costs were under collected, the adjustment is added to the indirect rate calculation and temporarily increasing the rate.

VCTC's indirect cost allocation plan rate is approved by its cognizant agency, the Federal Transit Administration (FTA), and reviewed for compliance by VCTC's independent auditors and the California Department of Transportation audits and investigations for State reimbursements. The ICAP complies with the FTA ICAP requirements which include following the "Super Circular" or Title 2 U.S. Code of Federal Regulations (CFR) Part 200 and 225 as applicable.

VCTC's first ICAP was approved by the FTA for Fiscal Year 1996/1997, but the ICAP did not include indirect staff time. Beginning in Fiscal Year 2010/2011 VCTC incorporated indirect staff time into the ICAP instead of paying for the staff time directly with local funds. Included in these costs are all or partial hours from the following positions: Receptionist/Secretary, Clerk of the Board/Public Information Officer, Information Technology Systems Analyst, Finance Director, Accounting Technician and Senior Accountant/Analyst.

A few budgeted indirect costs have changed from the previous years. The Salaries and Benefits line item increased by \$8,300 for adjustments to employee costs. The Communications and Maintenance and Repair line items were reduced by \$5,000 and \$3,000 respectively to align with expected expenses. The insurance line item increased by \$4,000 due to estimated market changes. The Office line item increased by \$35,500 largely due to the replacement of office computers. The office lease was renegotiated and the rent expense has decreased by \$12,900. The Audits line item decreased by \$10,500 as the OPEB actuary valuation is not due this year.

Table 6, *Indirect Cost Allocation Plan*, is a list of budgeted costs included in the indirect cost plan for this fiscal year and the previous fiscal year. Also included in Table 6 is the indirect cost allocation rate adjusted for prior year actual to budget reconciliations. Indirect costs rates fluctuate from year to year based on salaries, expenditures and carry-forward adjustments.



**Table 6 – Indirect Cost Allocation Plan**

<b>Operating and Professional Costs:</b>	<b>Fiscal Year 2016/2017 Actual</b>	<b>Fiscal Year 2017/2018 Budget</b>	<b>Fiscal Year 2018/2019 Budget</b>	<b>\$ Change</b>	<b>% of Change</b>
Salaries and Benefits	\$ 584,906	\$ 624,200	<b>\$ 632,500</b>	8,300	1.3%
Bank Fees	3,726	4,000	<b>4,000</b>	0	0.0%
Books and Publications	975	1,000	<b>1,000</b>	0	0.0%
Business Meals	9	500	<b>500</b>	0	0.0%
Communications	17,421	25,000	<b>20,000</b>	-5,000	-20.0%
Insurance	230,785	247,000	<b>251,000</b>	4,000	1.6%
Maintenance	10,640	15,000	<b>12,000</b>	-3,000	-20.0%
Membership and Dues	4,584	5,000	<b>5,000</b>	0	0.0%
Mileage	923	1,500	<b>1,500</b>	0	0.0%
Miscellaneous	2,046	10,000	<b>10,000</b>	0	0.0%
Office	19,382	27,000	<b>62,500</b>	35,500	131.5%
Postage	3,618	5,000	<b>5,000</b>	0	0.0%
Printing	1,944	5,000	<b>5,000</b>	0	0.0%
Rent	150,336	158,000	<b>145,100</b>	(12,900)	-8.2%
Training	3,881	4,500	<b>4,500</b>	0	0.0%
Travel and Conferences	2,841	5,000	<b>5,000</b>	0	0.0%
Audit and Actuary Services	42,455	62,200	<b>51,700</b>	(10,500)	-16.9%
Legal Services	20,915	25,000	<b>25,000</b>	0	0.0%
Professional and Human Resources	67,635	55,000	<b>55,000</b>	0	0.0%
<b>Subtotal</b>	<b>\$1,169,022</b>	<b>\$1,279,900</b>	<b>\$1,296,300</b>		
<b>Adjusted Overhead Rate</b>	<b>54.77%</b>	<b>63.42%</b>	<b>59.49%</b>		

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## BUDGET SUMMARY BY PROGRAM

### PROGRAM OVERVIEW

The Fiscal Year 2018/2019 budget is a comprehensive budget. It contains the General, LTF, STA, SAFE, SPBL, VCTC Intercity and Valley Express funds and is divided into six programs that support VCTC's mission.

Each of the six programs consists of individual project tasks. Details of each project budget can be found in the Program Task Budgets section and provide information about budget objectives, accomplishments, work elements, product, funding and expenditures that support VCTC's mission. Administrative support staff costs are allocated to all budget tasks via the indirect cost allocation plan. The total budgeted expenditures for Fiscal Year 2018/2019 are \$74,708,483. The total budget expenditures increased by 9% and are briefly explained in the individual program summaries.

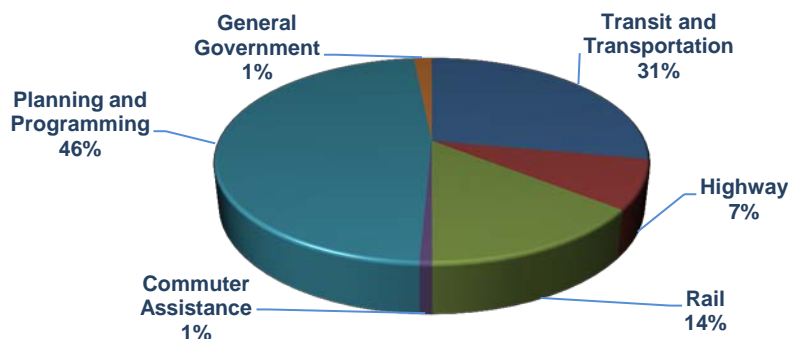
Below is a table and chart which summarize these six programs: Table 7, *Budgeted Expenditures Summary by Program*, and Chart 18 *Budgeted Program Expenditures*.

**Table 7 – Budgeted Expenditures Summary by Program**

Program Budget Categories	Fiscal Year 2016/2017 Actual	Fiscal Year 2017/2018 Budget*	Fiscal Year 2018/2019 Budget	% of Change
<b>Transit and Transportation</b>	\$16,260,946	\$22,458,350	<b>\$23,353,000</b>	4.0%
Highway	497,394	1,605,100	<b>5,374,200</b>	234.8%
Rail	6,202,886	6,310,984	<b>10,181,127</b>	61.3%
<b>Commuter Assistance</b>	478,290	691,400	<b>539,300</b>	-22.0%
<b>Planning and Programming</b>	31,686,170	32,558,632	<b>34,163,956</b>	4.9%
<b>General Government</b>	1,320,673	4,893,001	<b>1,096,900</b>	-77.6%
<b>Total Program Budget</b>	<b>\$56,446,359</b>	<b>\$68,517,467</b>	<b>\$74,708,483</b>	9.0%

\*Some budget tasks were amended after the Commission approved the budget in June 2017 (see budget task section for details).

**Chart 18 – Budgeted Program Expenditures**



## TRANSIT AND TRANSPORTATION PROGRAM

The Transit and Transportation Program contains many tasks central to VCTC's role in providing regional support as the County's Transportation Commission. These tasks help the Commission to prioritize transportation projects to better serve our community. VCTC uses the Transit and Transportation Program to improve mobility by providing transit services where there are gaps in jurisdiction's boundaries and providing regional leadership to facilitate rider options. The program consists of five budget tasks that provide details of the activities supporting this program's objectives and the agency's mission.

At \$23,353,000, the Transit and Transportation Program is 31% of the budget. Major changes to this fiscal year include the combining of the Fare Collection and APC System and Transit Stop Enhancement budgets into a Regional Transit Technology budget. This combined budget decreased with the expected completion of the procurement of the new AVL system. The Transit Grant Administration budget increased as new pass-through projects were added. The Valley Express budget decreased as the farebox equipment purchase was completed. The VCTC Intercity budget increased for additional costs negotiated with the new bus service provider and the anticipated purchase of three buses. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

Details of each task can be found in the Program Task Budget Section. Below in Table 8, *Transit and Transportation Program Budget Tasks*, is a listing of the individual tasks within this program.

**Table 8 – Transit and Transportation Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2016/2017 Actual	Fiscal Year 2017/2018 Budget*	Fiscal Year 2018/2019 Budget	% of Change
<b>Regional Transit Technology</b>	82	\$ 365,986	\$ 3,439,950	<b>\$ 662,600</b>	-80.7%
<b>Senior and Disabled Transportation Svs.</b>	84	230,954	306,800	<b>307,800</b>	0.3%
<b>Transit Grant Administration</b>	86	3,948,392	7,635,500	<b>8,288,300</b>	8.5%
<b>Valley Express</b>	88	1,577,118	2,127,500	<b>1,943,400</b>	-8.7%
<b>VCTC Intercity Services</b>	90	10,138,496	8,948,600	<b>12,150,900</b>	35.8%
<b>Total Transit and Transportation Budget</b>		\$16,260,946	\$22,458,350	<b>\$23,353,000</b>	4.0%
<b>Program Costs:</b>					
<b>Personnel</b>		\$ 505,632	\$ 700,600	<b>\$ 678,600</b>	
<b>Indirect</b>		272,437	444,300	<b>403,800</b>	
<b>Project</b>		15,482,877	21,313,450	<b>22,270,600</b>	
<b>Total Transit and Transportation Budget</b>		\$16,260,946	\$22,458,350	<b>\$23,353,000</b>	
<b>Full-Time Employee Equivalent</b>		4.5	5.9	<b>5.5</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2017 (see budget task section for details).



## HIGHWAY PROGRAM

This program includes projects associated with the highways in Ventura County that VCTC implements, co-partners and/or oversees. VCTC is taking its responsibility's in moving people and goods to new levels through assuming agency management over highway development. Through the prioritization of federal and state funds, VCTC is insuring the safety and mobility of the motoring public. The program consists of three budget tasks that provide details of the activities supporting this program's objectives and the agency's mission.

At \$5,374,200, the Highway Program is 7% of the budget. Major changes to the Program budget tasks include a decrease to the Callbox System budget due to lower contract costs and partial completion of the ADA upgrades/compliance project. The Highway Program Management increased for higher consultant and staffing costs due to the anticipated work on the U.S. PAED 101. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

Details of each task can be found in the Program Task Budget Section. Below in Table 9, *Highway Program Budget Tasks*, is a listing of the individual tasks within this program.

**Table 9 – Highway Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2016/2017 Actual	Fiscal Year 2017/2018 Budget*	Fiscal Year 2018/2019 Budget	% of Change
<b>Callbox System</b>	94	\$343,534	\$ 720,200	<b>\$ 491,500</b>	-31.8%
<b>Highway Program Management</b>	96	29,171	737,800	<b>4,729,700</b>	541.1%
<b>SpeedInfo Highway Speed Sensors</b>	98	124,689	147,100	<b>153,000</b>	4.0%
<b>Total Highway Budget</b>		\$497,394	\$1,605,100	<b>\$5,374,200</b>	234.8%
<b>Program Costs:</b>					
<b>Personnel</b>		\$ 29,187	\$ 41,800	<b>\$ 97,400</b>	
<b>Indirect</b>		15,986	26,500	<b>57,800</b>	
<b>Project</b>		452,221	1,536,800	<b>5,219,000</b>	
<b>Total Highway Budget</b>		\$497,394	\$1,605,100	<b>\$5,374,200</b>	
<b>Full-Time Employee Equivalent</b>		0.2	0.2	<b>0.5</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2017 (see budget task section for details).



## RAIL PROGRAM

This program represents the projects within Ventura County relating to the Commission's rail programs providing a safe and reliable transit alternative. This program ensures Ventura residents have a broad spectrum of mobility choices. VCTC works in partnership with sister agencies to provide regional rail services going well beyond those areas served by bus. The program consists of three budget tasks that provide details of the activities supporting this program's objectives and the agency's mission.

At \$10,181,127, the Rail Program is 14% of the budget and includes three project tasks. Major changes to the Program budget tasks include an increase to the Metrolink Commuter Rail budget for operational expenses and capital rehabilitation. This budget includes funding from SB 1 and the State of Good Repair Program without which many of the improvements would not be possible. The Santa Paula Branch Line budget decreased largely due to lower legal costs, staff time and unanticipated repairs. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

Details of each task can be found in the Program Task Budget Section. Below in Table 10, *Rail Program Budget Tasks*, is a listing of the individual tasks within this program.

**Table 10 – Rail Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2016/2017 Actual	Fiscal Year 2017/2018 Budget*	Fiscal Year 2018/2019 Budget	% of Change
<b>LOSSAN - Coast Rail Coordinating Council</b>	102	\$ 17,705	\$ 35,800	<b>\$ 35,400</b>	-1.1%
<b>Metrolink Commuter Rail</b>	104	3,508,530	5,162,432	<b>9,304,727</b>	80.2%
<b>Santa Paula Branch Line</b>	106	2,676,651	1,112,752	<b>841,000</b>	-24.4%
<b>Total Rail Budget</b>		<b>\$6,202,886</b>	<b>\$6,310,984</b>	<b>\$10,181,127</b>	61.3%
<b>Program Costs:</b>					
<b>Personnel</b>		\$ 117,946	\$ 183,400	<b>\$ 169,200</b>	
<b>Indirect</b>		64,599	116,200	<b>100,500</b>	
<b>Project</b>		6,020,341	6,011,384	<b>9,911,427</b>	
<b>Total Rail Budget</b>		<b>\$6,202,886</b>	<b>\$6,310,984</b>	<b>\$10,181,127</b>	
<b>Full-Time Employee Equivalent</b>		0.8	1.2	<b>1.1</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2017 (see budget task section for details).



## COMMUTER ASSISTANCE PROGRAM

The Commuter Assistance Program encourages residents to reduce single vehicle trips and use alternative modes of transportation including ridesharing and public transportation. The Commuter Assistance Program promotes efficiency in mobility by connecting people to different modes of traffic such as biking or walking and sometimes by connecting people to each other as in ridesharing. VCTC takes an active role in helping commuters make individual choices in mobility. The program consists of two budget tasks that provide details of the activities supporting this program's objectives and the agency's mission.

At \$539,300, the Commuter Assistance Program is 1% of the budget. Major changes to the Program budget tasks include an increase to staffing costs in the Regional Transit Information Center budget. The Rideshare Programs budget decreased as some tasks were outsourced. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

Details of each task can be found in the Program Task Budget Section. Below in Table 11, *Commuter Assistance Program Budget Tasks*, is a listing of the individual tasks within this program.

**Table 11 – Commuter Assistance Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2016/2017 Actual	Fiscal Year 2017/2018 Budget*	Fiscal Year 2018/2019 Budget	% of Change
<b>Regional Transit Information Center</b>	110	\$199,936	\$248,400	<b>\$263,200</b>	6.0%
<b>Rideshare Programs</b>	112	278,354	443,000	<b>276,100</b>	-37.7%
<b>Total Commuter Assistance Budget</b>		\$478,290	\$691,400	<b>\$539,300</b>	-22.0%
<b>Program Costs:</b>					
<b>Personnel</b>		\$269,391	\$294,750	<b>\$164,600</b>	
<b>Indirect</b>		147,545	187,050	<b>97,900</b>	
<b>Project</b>		61,354	209,600	<b>276,800</b>	
<b>Total Commuter Assistance Budget</b>		\$478,290	\$691,400	<b>\$539,300</b>	
<b>Full-Time Employee Equivalent</b>		2.4	2.6	<b>1.8</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2017 (see budget task section for details).

## PLANNING AND PROGRAMMING PROGRAM

Many of the agency's core responsibilities are of a planning and programming nature. Regional planning provides the pathway to good mobility policies which are then fueled by the funds which programming makes available to many jurisdictions and agencies for implementation. Projects within this program focus on comprehensive, countywide transportation planning, congestion management, modeling and forecasting, as well as studies to improve specific needs within the County. This program also contains LTF revenues that are passed-through to local agencies for transit, bicycles and pedestrians, and streets and roads projects. The program consists of six budget tasks that provide details of the activities supporting this program's objectives and the agency's mission.

At \$34,163,956, the Planning and Programming programs is 46% of the budget. Major changes to the Program budget tasks include a slight increase in staffing costs for the Airport Land Use Commission budget. The Freight budget increased slightly due to staff costs associated with working with regional agencies and the State to prepare for the next freight program. The Regional Transit budget increased as the new College Pass Pilot program was added to provide free rides to school for students attending five colleges within Ventura County. The Regional Transportation Planning budget increased for additional staff time and new consultant studies including the CMP update. The Transportation Development Act budget increased due to additional pass-through funding to local agencies including funding from SB 1 and State of Good Repair. The Transportation Programming budget increased slightly for additional staff time associated with SB 1 and assistance with the competitive grant process. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

Details of each task can be found in the Program Task Budget Section. Below in Table 12, *Planning and Programming Program Budget Tasks*, is a listing of the individual tasks within this program.

**Table 12 – Planning and Programming Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2016/2017 Actual	Fiscal Year 2017/2018 Budget*	Fiscal Year 2018/2019 Budget	% of Change
Airport Land Use Commission	116	\$ 13,724	\$ 25,800	\$ 27,800	7.8%
Freight Movement	118	18,414	38,800	42,900	10.6%
Regional Transit	120	713,874	982,600	1,468,684	49.5%
Regional Transportation Planning	122	600,411	922,100	962,500	4.4%
Transportation Development Act	124	30,024,119	30,261,132	31,319,072	3.5%
Transportation Programming	126	315,628	328,200	343,000	4.5%
<b>Total Planning &amp; Programming Budget</b>		<b>\$31,686,170</b>	<b>\$32,558,632</b>	<b>\$34,163,956</b>	<b>4.9%</b>
<b>Program Costs:</b>					
Personnel		\$ 800,653	\$ 829,200	\$ 918,900	
Indirect		438,517	525,900	546,600	
Project		30,447,000	31,203,532	32,698,456	
<b>Total Planning &amp; Programming Budget</b>		<b>\$31,686,170</b>	<b>\$32,558,632</b>	<b>\$34,163,956</b>	
<b>Full-Time Employee Equivalent</b>		<b>5.3</b>	<b>4.9</b>	<b>5.9</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2017 (see budget task section for details).





## GENERAL GOVERNMENT PROGRAM

The General Government Program consists of administrative and support activities that do not fall under the more defined programs. These activities support the day-to-day operations and activities of the agency and the various programs contained within the previous programs. The General Government Program ensures that funds flow smoothly and are accounted for according to the applicable regulations. These tasks include financial management, legislative activities, intergovernmental relations and public information. The program consists of three budget tasks that provide details of the activities supporting this program's objectives and the agency's mission.

At \$1,096,900, the General Government Program is 1% of the budget. Major changes include an increase in staff time, additional events and consultant services within the Community Outreach budget. The Management and Administration budget increased slightly for staffing costs. The VCTC Office Building budget was removed from the budget as the Commission has decided against purchasing the Camarillo building. The State and Federal Governmental Relations budget increased slightly for staffing and consultant services. Administrative support staff costs were allocated to all budget tasks via the indirect cost allocation plan.

Details of each task can be found in the Program Task Budget Section. Below in Table 13, *General Government Program Budget Tasks*, is a listing of the individual tasks within this program.

**Table 13 – General Government Program Budget Tasks**

Budget Tasks	Page #	Fiscal Year 2016/2017 Actual	Fiscal Year 2017/2018 Budget*	Fiscal Year 2018/2019 Budget	% of Change
<b>Community Outreach</b>	130	\$ 727,024	\$ 450,000	<b>\$ 514,500</b>	14.3%
<b>Management and Administration</b>	132	316,434	356,000	<b>358,800</b>	0.8%
<b>State and Federal Governmental Relations</b>	134	185,773	216,600	<b>223,600</b>	3.2%
<b>VCTC Office Building</b>	--	91,442	3,870,401	<b>0</b>	-100%
<b>Total General Government Budget</b>		<b>\$1,320,673</b>	<b>\$4,893,001</b>	<b>\$1,096,900</b>	-77.6%
<b>Program Costs:</b>					
<b>Personnel</b>		\$ 372,137	\$ 382,300	<b>\$ 406,300</b>	
<b>Indirect</b>		203,820	242,500	<b>241,700</b>	
<b>Project</b>		744,716	4,268,201	<b>448,900</b>	
<b>Total General Government Budget</b>		<b>\$1,320,673</b>	<b>\$4,893,001</b>	<b>\$1,096,900</b>	
<b>Full-Time Employee Equivalent</b>		6.2	6.2	<b>6.2</b>	

\*Some budget tasks were amended after the Commission approved the budget in June 2016 (see budget task section for details).



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## FUND BUDGETS AND BALANCES

### FUND BUDGETS

VCTC is comprised of seven funds: a general fund, four special revenue funds and two enterprise funds. The Governmental Funds consist of the general fund and four special revenue funds: Local Transportation Fund (LTF), State Transit Assistance (STA), Service Authority for Freeway Emergencies (SAFE), and Santa Paula Branch Line (SPBL) funds. The two enterprise funds are the VCTC Intercity and Valley Express funds. All of VCTC's funds are budgeted and account for many projects within the twenty-two budget tasks (see Chart 19, *Budgeted Funds by Type and Budget Task*.) The governmental funds are budgeted using the modified accrual basis of accounting and the enterprise funds are budgeted using the accrual basis of accounting.

**Chart 19 – Budgeted Funds by Type and Budget Task**

General Fund	Special Revenue Funds	Enterprise Funds
Airport Land Use Commission	Callbox System	Valley Express
Callbox System	Santa Paula Branch Line	VCTC Intercity Services
Community Outreach	SpeedInfo Highway Speed Sensors	
Freight Movement	TDA Administration (LTF & STA)	
Highway Program Management		
LOSSAN & Coast Rail Council		
Management & Administration		
Metrolink Commuter Rail		
Regional Transit Information Center		
Regional Transit		
Regional Transportation Planning		
Regional Transit Technology		
Rideshare Programs		
Santa Paula Branch Line		
Senior & Disabled Transp. Services		
SpeedInfo Highway Speed Sensors		
State & Federal Governmental Relations		
TDA Administration		
Transit Grant Administration		
Transportation Programming		

Details of the Fiscal Year 2018/2019 budget by Fund, Program, and Budget Task with details of revenues, expenditures and fund balance can be found in Table 14, *Budget Summary by Fund*.



**Table 14 – Budget Summary by Fund**

<b>VENTURA COUNTY TRANSPORTATION COMMISSION</b> <b>BUDGET SUMMARY BY FUND</b> <b>FISCAL YEAR 2018/2019</b>								
	<b>GENERAL FUND</b>	<b>LTF</b>	<b>STA</b>	<b>SAFE</b>	<b>SPBL</b>	<b>VCTC INTERCITY</b>	<b>VALLEY EXPRESS</b>	<b>TOTAL</b>
<b>REVENUES</b>								
Federal Grants	15,370,256	-	-	-	-	4,579,119	624,254	<b>20,573,629</b>
State Grants	3,035,161	-	-	-	17,800	884,959	-	<b>3,937,920</b>
Local Transportation Fund	-	35,400,000	-	-	-	-	-	<b>35,400,000</b>
State Transit Assistance	-	-	8,355,405	-	-	-	-	<b>8,355,405</b>
Vehicle Registration Fees	-	-	-	800,000	-	-	-	<b>800,000</b>
Local, Investment, and Other Revenues	77,500	35,000	50,000	25,000	269,000	2,403,000	1,319,146	<b>4,178,646</b>
<b>Total Revenues</b>	<b>18,482,917</b>	<b>35,435,000</b>	<b>8,405,405</b>	<b>825,000</b>	<b>286,800</b>	<b>7,867,078</b>	<b>1,943,400</b>	<b>73,245,600</b>
<b>EXPENDITURES</b>								
<b>Transit and Transportation</b>								
Regional Transit Technology	662,600	-	-	-	-	-	-	<b>662,600</b>
Senior and Disabled Transportation Services	307,800	-	-	-	-	-	-	<b>307,800</b>
Transit Grant Administration	8,288,300	-	-	-	-	-	-	<b>8,288,300</b>
Valley Express	-	-	-	-	-	-	1,943,400	<b>1,943,400</b>
VCTC Intercity Services	-	-	-	-	-	12,150,900	-	<b>12,150,900</b>
<b>Total Transit and Transportation Budget</b>	<b>9,258,700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,150,900</b>	<b>1,943,400</b>	<b>23,353,000</b>
<b>Highway</b>								
Callbox System	21,000	-	-	470,500	-	-	-	<b>491,500</b>
Highway Program Management	4,729,700	-	-	-	-	-	-	<b>4,729,700</b>
SpeedInfo Highway Speed Sensors	9,000	-	-	144,000	-	-	-	<b>153,000</b>
<b>Total Highway Budget</b>	<b>4,759,700</b>	<b>-</b>	<b>-</b>	<b>614,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,374,200</b>



**VENTURA COUNTY TRANSPORTATION COMMISSION  
BUDGET SUMMARY  
FISCAL YEAR 2018/2019**

	GENERAL FUND	LTF	STA	SAFE	SPBL	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
<b>Rail</b>								
LOSSAN - Coast Rail Coordinating Council	35,400	-	-	-	-	-	-	35,400
Metrolink Commuter Rail	9,304,727	-	-	-	-	-	-	9,304,727
Santa Paula Branch Line	120,000	-	-	-	721,000	-	-	841,000
<b>Total Rail Budget</b>	<b>9,460,127</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>721,000</b>	<b>-</b>	<b>-</b>	<b>10,181,127</b>
<b>Commuter Assistance</b>								
Regional Transit Information Center	263,200	-	-	-	-	-	-	263,200
Rideshare Programs	276,100	-	-	-	-	-	-	276,100
<b>Total Commuter Assistance Budget</b>	<b>539,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>539,300</b>
<b>Planning and Programming</b>								
Airport Land Use Commission	27,800	-	-	-	-	-	-	27,800
Freight Movement	42,900	-	-	-	-	-	-	42,900
Regional Transit	1,468,684	-	-	-	-	-	-	1,468,684
Regional Transportation Planning	962,500	-	-	-	-	-	-	962,500
Transportation Development Act	858,682	30,460,390	-	-	-	-	-	31,319,072
Transportation Programming	343,000	-	-	-	-	-	-	343,000
<b>Total Planning and Programming Budget</b>	<b>3,703,566</b>	<b>30,460,390</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>34,163,956</b>
<b>General Government</b>								
Community Outreach	514,500	-	-	-	-	-	-	514,500
Management and Administration	358,800	-	-	-	-	-	-	358,800
State and Federal Governmental Relations	223,600	-	-	-	-	-	-	223,600
<b>Total General Government Budget</b>	<b>1,096,900</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,096,900</b>



**VENTURA COUNTY TRANSPORTATION COMMISSION  
BUDGET SUMMARY  
FISCAL YEAR 2018/2019**

	GENERAL FUND	LTF	STA	SAFE	SPBL	VCTC INTERCITY	VALLEY EXPRESS	TOTAL
<b>Total Expenditures</b>	<b>28,818,293</b>	<b>30,460,390</b>	<b>-</b>	<b>614,500</b>	<b>721,000</b>	<b>12,150,900</b>	<b>1,943,400</b>	<b>74,708,483</b>
<b>Revenues Over (Under) Expenditures</b>	<b>(10,335,376)</b>	<b>4,974,610</b>	<b>8,405,405</b>	<b>210,500</b>	<b>(434,200)</b>	<b>(4,283,822)</b>	<b>-</b>	<b>(1,462,883)</b>
<b>Other Financing Sources (Uses)</b>								
Transfers In (Out)	9,333,000	(4,739,610)	(9,281,412)	(30,000)	434,200	4,283,822	-	-
Fund Balance Beginning of Year	1,097,140	7,622,613	11,197,907	4,369,625	-	9,285,378	-	33,572,663
Less Contingency Reserve	(50,000)	(2,900,000)	-	(1,515,000)	-	-	-	(4,465,000)
Less Capital and Accrual Adjustments		(4,900,000)	-	-	-	(9,285,378)	-	(14,185,378)
<b>Unassigned Fund Balance End of Year</b>	<b>44,764</b>	<b>57,613</b>	<b>10,321,900</b>	<b>3,035,125</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,459,402</b>

LTF, STA, SAFE and SPBL funds are “transferred” to the general fund to pay for project or staffing expenditures shown within the general fund. STA is also transferred to the VCTC Intercity fund for project expenses.



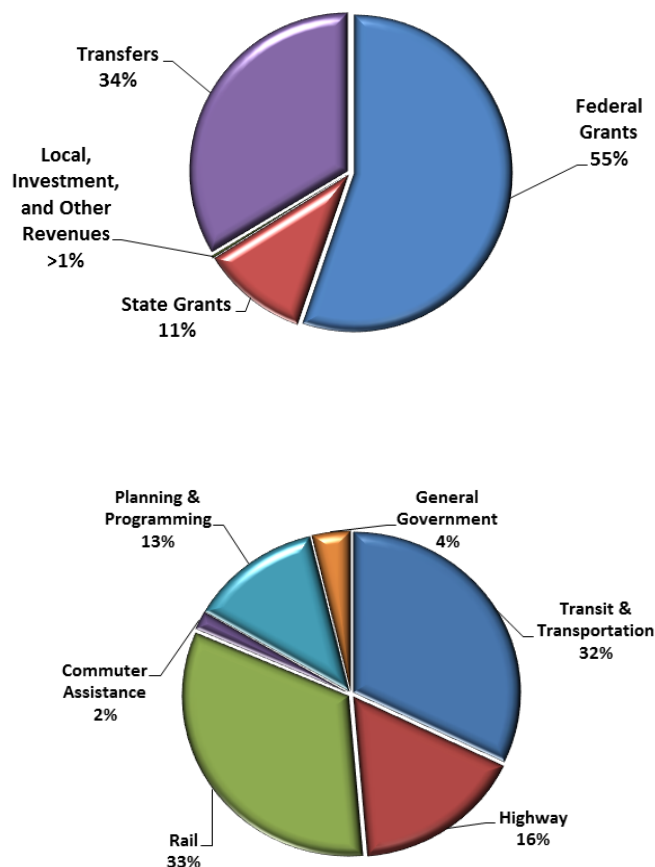


## General Fund

The general fund of the Commission is used to account for all activities not legally required or designated by the Commission to be accounted for separately. For many public agencies, the general fund is the largest fund; however, the Commission's largest revenue source is the Local Transportation Fund, a special revenue fund. In addition to Commission administration and general operations found under General Government, other general fund activities include tasks found within the transit and transportation program, highways program, rail program and planning and programming program.

The sources for the general fund consist of various federal, state and local reimbursements, investment income and transfers from LTF, STA, SAFE and SPBL. These resources are utilized to support and administer activities within all programs and budgets except for the enterprise funds (VCTC Intercity and Valley Express) that are fully contained within those funds (see Chart 20, *General Fund Sources and Uses*).

**Chart 20 – General Fund Sources and Uses**



Major changes from the previous year are included in budget task detail but a summary for general fund activities are included below:

- The Revenues increased by nine percent overall in Fiscal Year 2018/2019 as follows:
  - FTA funds and STP funds increased by \$2.9 million for the additional projects indicated below.
  - Local funds decreased by \$1.3 million largely due to the removal of revenue associated with the Santa Paula Branch Line that was transferred to a special revenue fund and one-time funds associated with the purchase of CAD/AVL equipment in the prior year.
- The Expenditures increased 7.7% overall in Fiscal Year 2018/2019 as follows:
  - In the Transit and Transportation Program:
    - A \$2.8 million reduction for CAD/AVL equipment purchased in the previous fiscal year.
    - A \$0.6 million increase for federal pass-through sub-recipient projects.
  - In the Highway Program:
    - A \$3.9 million increase as the U.S. 101 PAED study begins.
  - In the Rail Program:
    - A \$4.1 million increase for Metrolink Commuter Rail capital rehabilitation projects funded by SB 1 - State of Good Repair funds and increased operating costs.
    - A \$1 million decrease as the majority of the Santa Paula Branch Line revenues and activities have been transferred to a special revenue fund.
  - In the Commuter Assistance Program:
    - A \$0.2 million decrease in costs as projects are being outsourced for ridesharing tasks.
  - In the Planning and Programming Program:
    - A \$0.5 million increase for a new College Pass Pilot Program to allow college students free rides to their college if they attend any of the five colleges within Ventura County.
    - A \$0.5 million increase for studies planned in the fiscal year.
  - In the General Government Program:
    - A \$3.8 million reduction as the VCTC Office Building project will not be moving forward.
- The Contingency Reserve for the general fund remains at \$50,000

The Fiscal Year 2018/2019 budget for the general fund is presented in Table 15, *General Fund Fiscal Years 2016/2017 to 2018/2019*. The actual information for Fiscal Year 2016/2017 and the budgeted information for Fiscal Year 2017/2018 are also included. In Fiscal Years 2016/2017 and 2017/2018, the Santa Paula Branch Line was still included within the general fund budget.



**Table 15 – General Fund Fiscal Years 2016/2017 to 2018/2019**

	FY 2016/2017 Actual	FY 2017/2018 Projected	General Fund FY 2018/2019 Budget	Dollar Change	Percent Change
<b>REVENUES</b>					
Federal Grants	5,987,928	12,501,859	15,370,256	2,868,397	22.9%
State Grants	507,107	3,066,632	3,035,161	(31,471)	-1.0%
Local, Investment, and Other Revenues	412,811	1,385,052	77,500	(1,307,552)	-94.4%
<b>Total Revenues</b>	<b>6,907,846</b>	<b>16,953,543</b>	<b>18,482,917</b>	<b>1,529,374</b>	<b>9.0%</b>
<b>EXPENDITURES</b>					
Transit and Transportation					
Regional Transit Technology	365,986	3,439,950	662,600	(2,777,350)	-80.7%
Senior and Disabled Transportation Services	230,954	306,800	307,800	1,000	0.3%
Transit Grant Administration	3,948,392	7,635,500	8,288,300	652,800	8.5%
<b>Total Transit and Transportation Budget</b>	<b>4,545,332</b>	<b>11,382,250</b>	<b>9,258,700</b>	<b>(2,123,550)</b>	<b>-18.7%</b>
<b>Highway</b>					
Callbox System	16,372	25,200	21,000	(4,200)	-16.7%
Highway Program Management	29,171	737,800	4,729,700	3,991,900	541.1%
SpeedInfo Highway Speed Sensors	489	3,100	9,000	5,900	190.3%
<b>Total Highway Budget</b>	<b>46,032</b>	<b>766,100</b>	<b>4,759,700</b>	<b>3,993,600</b>	<b>521.3%</b>
<b>Rail</b>					
LOSSAN - Coast Rail Coordinating Council	17,705	35,800	35,400	(400)	-1.1%
Metrolink Commuter Rail	3,508,530	5,162,432	9,304,727	4,142,295	80.2%
Santa Paula Branch Line	2,676,651	1,112,752	120,000	(992,752)	-89.2%
<b>Total Rail Budget</b>	<b>6,202,886</b>	<b>6,310,984</b>	<b>9,460,127</b>	<b>3,149,143</b>	<b>49.9%</b>
<b>Commuter Assistance</b>					
Regional Transit Information Center	199,936	248,400	263,200	14,800	6.0%
Rideshare Programs	278,354	443,000	276,100	(166,900)	-37.7%
<b>Total Commuter Assistance Budget</b>	<b>478,290</b>	<b>691,400</b>	<b>539,300</b>	<b>(152,100)</b>	<b>-22.0%</b>
<b>Planning and Programming</b>					
Airport Land Use Commission	13,724	25,800	27,800	2,000	7.8%
Freight Movement	18,414	38,800	42,900	4,100	10.6%
Regional Transit	713,874	982,600	1,468,684	486,084	49.5%
Regional Transportation Planning	600,411	922,100	962,500	40,400	4.4%
Transportation Development Act	269,977	413,624	858,682	445,058	107.6%
Transportation Programming	315,628	328,200	343,000	14,800	4.5%
<b>Total Planning and Programming Budget</b>	<b>1,932,028</b>	<b>2,711,124</b>	<b>3,703,566</b>	<b>992,442</b>	<b>36.6%</b>
<b>General Government</b>					
Community Outreach	727,024	450,000	514,500	64,500	14.3%
Management and Administration	316,434	356,000	358,800	2,800	0.8%
State and Federal Governmental Relations	185,773	216,600	223,600	7,000	3.2%
VCTC Office Building	91,442	3,870,401	-	(3,870,401)	-100.0%
<b>Total General Government Budget</b>	<b>1,320,673</b>	<b>4,893,001</b>	<b>1,096,900</b>	<b>(3,796,101)</b>	<b>-77.6%</b>
<b>Total Expenditures</b>	<b>14,525,241</b>	<b>26,754,859</b>	<b>28,818,293</b>	<b>2,063,434</b>	<b>7.7%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(7,617,395)</b>	<b>(9,801,316)</b>	<b>(10,335,376)</b>	<b>(534,060)</b>	<b>5.4%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	6,784,575	8,968,616	9,333,000	364,384	4.1%
Fund Balance Beginning of Year	2,443,375	1,624,055	1,097,140	(526,915)	-32.4%
Less Contingency Reserve	-	(50,000)	(50,000)	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>1,610,555</b>	<b>741,355</b>	<b>44,764</b>	<b>(696,591)</b>	<b>-94.0%</b>



## Special Revenue Funds

The Commission's special revenue funds are legally or Commission restricted to use for revenues from the Local Transportation Fund and State Transit Assistance as well as activities within the Service Authority for Freeway Emergencies and the Santa Paula Branch Line funds. Individual special revenue fund budgets are presented in Tables 16-19.

### ***Local Transportation Fund***

The Local Transportation Fund (LTF) special revenue fund derives its revenue from one quarter of one cent of the state sales tax that is returned to the source and provides for funding of public transit and transportation operations in the County including transit, streets and roads, bicycle and pedestrian projects, planning and administration.

The County estimates that sales of goods within Ventura County will increase in Fiscal Year 2018/2019, and therefore, an associated \$1.1 million increase in LTF sales taxes revenues are projected for Fiscal Year 2018/2019. There is a \$0.6 million increase in pass-through expenditures to local agencies and a \$0.2 million increase in transfers to the general fund for rail activities. A contingency reserve of approximately 10% that is passed-through to local agencies for Article 4 and 8 activities is set aside to act as a buffer if revenues are not received as budgeted. This allows VCTC to adjust for decreases in revenue in the following year instead of revising the LTF allocations in the current year. A portion of the fund balance is set aside for accrued revenue that is not available for distribution in the fiscal year due to delays in receipt of funds from the State.

The actual information for Fiscal Year 2016/2017 and the budgeted information for Fiscal Years 2017/2018 and 2018/2019 are included in Table 16, *Local Transportation Fund Fiscal Years 2016/2017 to 2018/2019*.

**Table 16 – Local Transportation Fund Fiscal Years 2016/2017 to 2018/2019**

	Local Transportation Fund				
	FY 2016/2017 Actual	FY 2017/2018 Projected	FY 2018/2019 Budget	Dollar Change	Percent Change
<b>REVENUES</b>					
Local Transportation Fund	33,580,379	34,300,000	35,400,000	1,100,000	3.2%
Local, Investment, and Other Revenues	38,044	25,000	35,000	10,000	40.0%
<b>Total Revenues</b>	<b>33,618,423</b>	<b>34,325,000</b>	<b>35,435,000</b>	<b>1,110,000</b>	<b>3.2%</b>
<b>EXPENDITURES</b>					
<b>Planning and Programming</b>					
Transportation Development Act	29,754,142	29,847,508	30,460,390	612,882	2.1%
<b>Total Planning and Programming Budget</b>	<b>29,754,142</b>	<b>29,847,508</b>	<b>30,460,390</b>	<b>612,882</b>	<b>2.1%</b>
<b>Total Expenditures</b>	<b>29,754,142</b>	<b>29,847,508</b>	<b>30,460,390</b>	<b>612,882</b>	<b>2.1%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>3,864,281</b>	<b>4,477,492</b>	<b>4,974,610</b>	<b>497,118</b>	<b>11.1%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	(4,307,713)	(4,506,731)	(4,739,610)	(232,879)	5.2%
Fund Balance Beginning of Year	8,108,784	7,651,852	7,622,613	(29,239)	-0.4%
Less Contingency Reserve		(2,900,000)	(2,900,000)		0.0%
Less Capital and Accrual Adjustments		(4,200,000)	(4,900,000)	(700,000)	16.7%
<b>Unassigned Fund Balance End of Year</b>	<b>7,665,352</b>	<b>522,613</b>	<b>57,613</b>	<b>(465,000)</b>	<b>-89.0%</b>



## State Transit Assistance Fund

The State Transit Assistance (STA) special revenue fund derives its revenue from allocations of gas tax revenues designated for transit operations and capital requirements. The allocation is based on estimates of diesel fuel sales tax revenues provided by the Controller of the State, subject to an annual state budget appropriation.

With the passage of SB 1 and the increased STA and STA-State of Good Repair funds, the STA fund will see an estimated increase of \$4.7 million funds to be utilized in Ventura County. Of this amount, approximately \$1.5 million remains unbudgeted in case a potential ballot measure to repeal SB 1 materializes on the November ballot. A \$1.9 million increase in fund transfers occurred for rail expenses and pass-through funds to local agencies. Also, the beginning fund balance for Fiscal Year 2018/2019 was increased by about \$7 million for SB 1 STA and State of Good Repair Funds expected to be received in Fiscal Year 2017/2018 but were not budgeted in that year due to delays in receipt of funds. Also, with the removal of the office building in the general fund and fund transfers not utilized in Fiscal Year 2017/2018, funds were added back in to the beginning fund balance.

The actual information for Fiscal Year 2016/2017 and the budgeted information for Fiscal Years 2017/2018 and 2018/2019 are included in Table 17, *State Transit Assistance Fund Fiscal Years 2016/2017 to 2018/2019*.

**Table 17 – State Transit Assistance Fund Fiscal Years 2016/2017 to 2018/2019**

	State Transit Assistance Fund				
	FY 2016/2017 Actual	FY 2017/2018 Projected	FY 2018/2019 Budget	Dollar Change	Percent Change
<b>REVENUES</b>					
State Transit Assistance	3,305,366	3,609,126	8,355,405	4,746,279	131.5%
Local, Investment, and Other Revenues	54,665	50,000	50,000	-	0.0%
<b>Total Revenues</b>	<b>3,360,031</b>	<b>3,659,126</b>	<b>8,405,405</b>	<b>4,746,279</b>	<b>129.7%</b>
<b>EXPENDITURES</b>					
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>3,360,031</b>	<b>3,659,126</b>	<b>8,405,405</b>	<b>4,746,279</b>	<b>129.7%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	(5,678,348)	(7,282,866)	(9,281,412)	(1,998,546)	27.4%
Fund Balance Beginning of Year	10,656,447	8,338,130	11,197,907	2,859,777	34.3%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>8,338,130</b>	<b>4,714,390</b>	<b>10,321,900</b>	<b>5,607,510</b>	<b>118.9%</b>



### ***Service Authority for Freeway Emergencies Fund***

The Service Authority for Freeway Emergencies (SAFE) special revenue fund derives its revenue from the \$1 per vehicle registration fee levied by the State on all registered vehicles within the County. It funds the installation and implementation of emergency aid call boxes located strategically on the highways throughout the County as well as operations of the SpeedInfo system.

Revenues in Fiscal Year 2018/2019 are expected to be flat. Expenditures are reduced approximately \$0.2 million as the ADA upgrade project is partially completed and contract costs to operate the County callboxes decreased. Transfers out to the general fund cover staff time associated with SAFE funded projects. A contingency reserve of \$1.5 million is set aside for capital purposes to assure funds are available when needed.

The actual information for Fiscal Year 2016/2017 and the budgeted information for Fiscal Years 2017/2018 and 2018/2019 are included in Table 18, *Service Authority for Freeway Emergencies Fund Fiscal Years 2016/2017 to 2018/2019*.

**Table 18 – Service Authority for Freeway Emergencies Fund  
Fiscal Years 2016/2017 to 2018/2019**

	Service Authority for Freeway Emergencies Fund				
	FY 2016/2017 Actual	FY 2017/2018 Projected	FY 2018/2019 Budget	Dollar Change	Percent Change
<b>REVENUES</b>					
Vehicle Registration Fees	800,633	800,000	800,000	-	0.0%
Local, Investment, and Other Revenues	26,439	30,000	25,000	(5,000)	-16.7%
<b>Total Revenues</b>	<b>827,072</b>	<b>830,000</b>	<b>825,000</b>	<b>(5,000)</b>	<b>-0.6%</b>
<b>EXPENDITURES</b>					
<b>Highway</b>					
Callbox System	327,162	695,000	470,500	(224,500)	-32.3%
SpeedInfo Highway Speed Sensors	124,200	144,000	144,000	-	0.0%
<b>Total Highway Budget</b>	<b>451,362</b>	<b>839,000</b>	<b>614,500</b>	<b>(224,500)</b>	<b>-26.8%</b>
<b>Total Expenditures</b>	<b>451,362</b>	<b>839,000</b>	<b>614,500</b>	<b>(224,500)</b>	<b>-26.8%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>375,710</b>	<b>(9,000)</b>	<b>210,500</b>	<b>219,500</b>	<b>-2438.9%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	(16,861)	(28,300)	(30,000)	(1,700)	6.0%
Fund Balance Beginning of Year	4,048,076	4,406,925	4,369,625	(37,300)	-0.8%
Less Contingency Reserve	-	(1,515,000)	(1,515,000)	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>4,406,925</b>	<b>2,854,625</b>	<b>3,035,125</b>	<b>180,500</b>	<b>6.3%</b>





### ***Santa Paula Branch Line Fund***

The Santa Paula Branch Line (SPBL) special revenue fund accounts for state and local resources provided to cover the costs of operating the Santa Paula Branch Line in the Heritage Valley. The branch line includes several bicycle and pedestrian trails as well as preserves the right-of-way for future projects (see Table 19, *Santa Paula Branch Line Fund Fiscal Year 2018/2019*). This is a new fund for Fiscal Year 2018/2019 and information for these activities in previous years is contained within the general fund.

Although not shown in the table below because the prior information is contained in the general fund, local revenues decreased approximately \$0.1 million for one-time easement revenue in Fiscal Year 2018/2019 and STA transfers decreased approximately \$0.1 million as well. It is expected that expenditures in Fiscal Year 2018/2019 will be approximately \$0.2 million lower due to decreased legal costs and the completion on one-time repairs in the previous year.

The actual information for Fiscal Year 2016/2017 and the budgeted information for Fiscal Years 2017/2018 and 2018/2019 are included in Table 19, *Santa Paula Branch Line Fund Fiscal Years 2016/2017 to 2018/2019*.

**Table 19 – Santa Paula Branch Line Fund Fiscal Year 2018/2019**

	Santa Paula Branch Line Fund				
	FY 2016/2017 Actual	FY 2017/2018 Projected	FY 2018/2019 Budget	Dollar Change	Percent Change
<b>REVENUES</b>					
State Grants	-	-	17,800	<b>17,800</b>	0.0%
Local, Investment, and Other Revenues	-	-	269,000	<b>269,000</b>	0.0%
<b>Total Revenues</b>	-	-	<b>286,800</b>	<b>286,800</b>	<b>0.0%</b>
<b>EXPENDITURES</b>					
Santa Paula Branch Line	-	-	721,000	721,000	<b>0.0%</b>
<b>Total Rail Budget</b>	-	-	<b>721,000</b>	<b>721,000</b>	<b>0.0%</b>
<b>Total Expenditures</b>	-	-	<b>721,000</b>	<b>721,000</b>	<b>0.0%</b>
<b>Revenues Over/(Under) Expenditures</b>	-	-	<b>(434,200)</b>	<b>(434,200)</b>	<b>0.0%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	-	-	434,200	434,200	0.0%
Fund Balance Beginning of Year	-	-	-	-	0.0%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	-	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	-	-	-	-	<b>0.0%</b>



## Enterprise Funds

The Commission has two enterprise funds: VCTC Intercity and Valley Express. These funds reflect the business-type operations of two transit systems within the County of Ventura. Individual enterprise fund budgets are presented in Tables 20-21.

### ***VCTC Intercity Fund***

The VCTC Intercity bus service connects cities within Ventura County as well as reaching outside the County to neighboring Santa Barbara and Los Angeles Counties. Revenues are generated from federal, state and local resources.

Revenues increased 29% to cover activities for Fiscal Year 2018/2019. Federal revenues increased \$1.1 million. State and local funding increased \$0.3 million each. It is expected that three buses will be purchased for approximately \$2.1 and operation costs will increase approximately \$1.1 million offset by a decrease in outreach and legal costs. Transfers from STA increased \$1.4 million to cover expenses. The presented fund balance is adjusted by \$9.2 million as these funds are capital assets and are not available for expenses.

The actual information for Fiscal Year 2016/2017 and the budgeted information for Fiscal Years 2017/2018 and 2018/2019 are included in Table 20, *VCTC Intercity Fund Fiscal Years 2016/2017 to 2018/2019*.

**Table 20 – VCTC Intercity Fund Fiscal Years 2016/2017 to 2018/2019**

	VCTC Intercity Fund				
	FY 2016/2017	FY 2017/2018	FY 2018/2019	Dollar	Percent
	Actual	Projected	Budget	Change	Change
<b>REVENUES</b>					
Federal Grants	4,129,890	3,422,322	4,579,119	1,156,797	33.8%
State Grants	543,796	572,303	884,959	312,656	54.6%
Local, Investment, and Other Revenues	2,564,135	2,104,694	2,403,000	298,306	14.2%
<b>Total Revenues</b>	<b>7,237,821</b>	<b>6,099,319</b>	<b>7,867,078</b>	<b>1,767,759</b>	<b>29.0%</b>
<b>EXPENSES</b>					
VCTC Intercity	10,138,496	8,948,600	12,150,900	3,202,300	35.8%
<b>Total Transit and Transportation Budget</b>	<b>10,138,496</b>	<b>8,948,600</b>	<b>12,150,900</b>	<b>3,202,300</b>	<b>35.8%</b>
<b>Total Expenditures</b>	<b>10,138,496</b>	<b>8,948,600</b>	<b>12,150,900</b>	<b>3,202,300</b>	<b>35.8%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(2,900,675)</b>	<b>(2,849,281)</b>	<b>(4,283,822)</b>	<b>(1,434,541)</b>	<b>50.3%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	3,218,347	2,849,281	4,283,822	1,434,541	50.3%
Fund Balance Beginning of Year	8,967,706	9,285,378	9,285,378	-	0.0%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	(9,285,378)	(9,285,378)	(9,285,378)	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>



### Valley Express Fund

The Valley Express service is managed and operated for the benefit of the Heritage Valley and provides fixed and DAR services within the cities of Fillmore and Santa Paula as well as the County of Ventura. Revenues are generated from federal, state and local resources.

Revenues decreased by 8.7% overall. Federal funding was up slightly offset by a decrease in anticipated fares and state grants. The expenditures decreased just under \$0.2 million for the adjustments in bus service and the completion of the farebox purchase. This fund is designed to have a zero fund balance.

The actual information for Fiscal Year 2016/2017 and the budgeted information for Fiscal Years 2017/2018 and 2018/2019 are included in Table 20, *Valley Express Fund Fiscal Years 2016/2017 to 2018/2019*.

**Table 21 – Valley Express Fund Fiscal Years 2016/2017 to 2018/2019**

	Valley Express Fund				
	FY 2016/2017 Actual	FY 2017/2018 Projected	FY 2018/2019 Budget	Dollar Change	Percent Change
<b>REVENUES</b>					
Federal Grants	502,541	539,923	624,254	84,331	15.6%
State Grants	-	220,000	-	(220,000)	-100.0%
Local, Investment, and Other Revenues	1,065,577	1,367,577	1,319,146	(48,431)	-3.5%
<b>Total Revenues</b>	<b>1,568,118</b>	<b>2,127,500</b>	<b>1,943,400</b>	<b>(184,100)</b>	<b>-8.7%</b>
<b>EXPENSES</b>					
Valley Express	1,577,118	2,127,500	1,943,400	(184,100)	-8.7%
<b>Total Transit and Transportation Budget</b>	<b>1,577,118</b>	<b>2,127,500</b>	<b>1,943,400</b>	<b>(184,100)</b>	<b>-8.7%</b>
<b>Total Expenditures</b>	<b>1,577,118</b>	<b>2,127,500</b>	<b>1,943,400</b>	<b>(184,100)</b>	<b>-8.7%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(9,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Other Financing Sources (Uses)</b>					
Transfers In (Out)	-	-	-	-	0.0%
Fund Balance Beginning of Year	-	-	-	-	0.0%
Less Contingency Reserve	-	-	-	-	0.0%
Less Capital and Accrual Adjustments	9,000	-	-	-	0.0%
<b>Unassigned Fund Balance End of Year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>



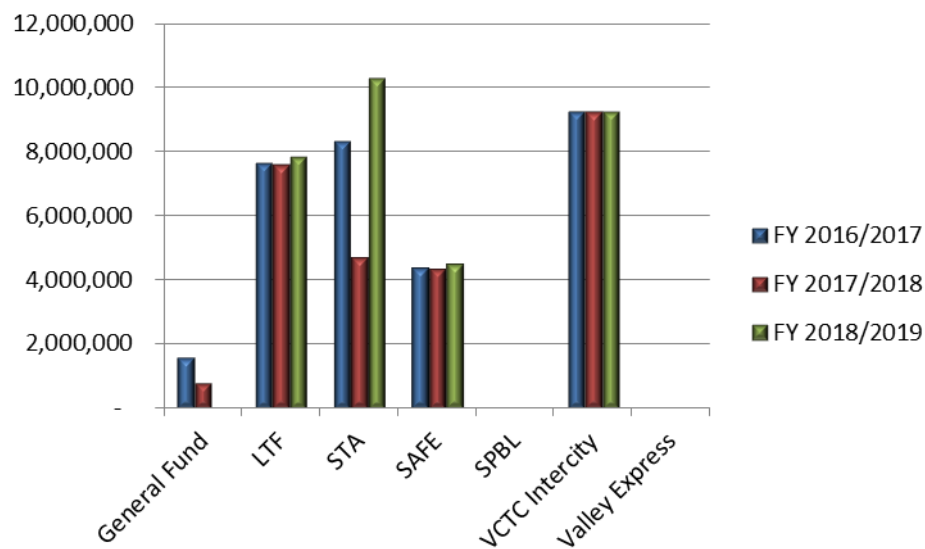
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## FUND BALANCES

The Commission's budgeted revenues for Fiscal Year 2018/2019 are expected to be \$73,245,600 with expected expenditures to be \$74,708,483. These activities will result in an anticipated net decrease in fund balance of \$1,462,883 resulting in a total fund balance of \$33,572,663. After accounting for a reserve of \$4,465,000 and a fund balance adjustment for capital and accruals of \$14,185,378 the available total fund balance at June 30, 2019 will be \$13,459,402. Below in Chart 21, *Comparison of Fund Balances by Fund*, are the actual (Fiscal Year 2016/2017) and projected (Fiscal Years 2017/2018 and 2018/2019) fund balances for all of VCTC's funds for a three year period. Details of the projected Fiscal Year 2018/2019 fund balances are reflected in Table 14, *Budget Summary by Fund*.

**Chart 21 – Comparison of Fund Balances by Fund**



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# VENTURA COUNTY TRANSPORTATION COMMISSION

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## TRANSIT AND TRANSPORTATION PROGRAM TASK BUDGETS



**BUDGET TASK: REGIONAL TRANSIT TECHNOLOGY****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Aaron Bonfilio

**OBJECTIVES:** Oversight and management of the VCTC regional transit technology program; including regional electronic fare media and farebox, automatic passenger counters (APC), computer automated dispatch/automatic vehicle location (CAD/AVL), voice annunciators, and real-time passenger information (RTPI) systems for Ventura County transit services.

The Regional Transit Technology Budget Task was previously reflected as two VCTC Budget Tasks: Transit Stop Enhancements (formerly Nextbus), and Fare Collection & APC Systems. Due to consolidation of staff, vendors, and funding sources, the two Budget Tasks were combined. This new Budget Task as described below reflects the combined work elements, and historical expenditure comparison data for these two programs.

**ACCOMPLISHMENTS:** During Fiscal Year 2017/2018 VCTC completed the procurement and installation of a new RTPI CAD/AVL system from Syncromatics Corporation, to replace the outdated Nextbus system. The new system installed on over 140 of the County's transit fleet vehicles, with new real-time arrival signs at over 40 bus stop locations, included integration with existing APC, farebox and onboard fleet technologies, as well as upgraded CAD/AVL technology for operations. System design was completed shortly after the installation. It is anticipated that final system acceptance will be completed before the end of the fiscal year. Additionally, APC systems were installed on Ojai, Valley Express, Camarillo, Moorpark and Simi Valley transit fleets. With the completion of this project, this task will have a significant budget decrease. Lastly, VCTC deployed new electronic fare media fareboxes for the Valley Express system during Fiscal Year 2017/2018, and, Moorpark City Transit joined the growing list of transit operators which accept the VCTC regional fare media and the CSUCI Student-ID pass. In the near future, VCTC will launch an online fare media sales portal, which will complement the eight brick and mortar retail sales locations.

**DESCRIPTION:** This program assists the general public, transit riders, and operators through the provision of technologies that improve coordination and ease of use for passengers navigating between the many transit operators in Ventura County. This is facilitated with real-time information, improved accessibility features, efficiencies with operations and a regionally accepted fare media. Recurring duties include installation and oversight of real-time bus stop arrival signs and onboard fleet equipment. In addition, program staff conducts training of County operator staff, as well as, the coordination and maintenance of a countywide general transit feed syntax (GTFS) database, which aids for coordinated planning.

**WORK ELEMENTS:**

1. Coordinate contract activities with transit operators and vendors.
2. Coordinate installation of new or replacement bus equipment and/or bus stop signs throughout the County.
3. Perform daily system health checks and oversee generation of statistical reporting on a regular and ad-hoc basis for proper accounting of passenger revenue and transit ridership related to regionally accepted fare media, such as the 31-day pass, and CSUCI Smartcard.



**BUDGET TASK: REGIONAL TRANSIT TECHNOLOGY (continued)****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Aaron Bonfilio**WORK ELEMENTS (continued):**

4. Provide account management duties at VCTC's central point-of-sale office for remote pass retail customers and bulk fare media purchase orders from social service agencies, and, conduct reconciliation of sales revenues for all sales locations.
5. Assist operators with training and outreach of transit technology programs.
6. Assist with the procurement of the countywide standard fare media equipment for smaller transit agencies.
7. Oversee management and updates to RTP1 and GTFS database.

**PRODUCT:** Implementation of regional transit technologies, including countywide real-time passenger information system, computer automated dispatch/automatic vehicle location system, automatic passenger counters, automatic voice annunciators, regional electronic fare media and associated farebox technologies.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA	\$530,080
LTF Fund Transfer	132,520
<b>Total Funding</b>	<b>\$662,600</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2016/2017 Actual</b>	<b>Fiscal Year 2017/2018 Budget*</b>	<b>Fiscal Year 2018/2019 Budget</b>
Salaries	\$ 83,266	\$ 150,000	<b>\$118,200</b>
Fringe and Tax	59,293	96,700	<b>77,100</b>
Indirect Cost Allocation	78,079	156,500	<b>116,200</b>
Business Meals	194	100	<b>300</b>
Communications	296	2,000	<b>2,200</b>
Mileage	995	3,550	<b>3,500</b>
Notices	115	0	<b>200</b>
Office Support	0	1,250	<b>2,000</b>
Postage	54	1,300	<b>1,400</b>
Printing	11,323	25,000	<b>27,000</b>
Supplies	194	3,000	<b>500</b>
Training	0	0	<b>1,000</b>
Travel and Conferences	0	1,600	<b>2,000</b>
Bank Credit Card Processing Fees	11,745	22,000	<b>22,000</b>
Consultant Services	116,914	0	<b>25,000</b>
Legal Services	3,518	11,700	<b>6,000</b>
Professional Services	0	2,917,250	<b>250,000</b>
Equipment / Equipment Maintenance	0	48,000	<b>8,000</b>
<b>Total Expenditures</b>	<b>\$365,986</b>	<b>\$3,439,950</b>	<b>\$662,600</b>

\* Transit Stop Enhancement and Farebox Collection and APC System Expenditures budget task was amended after the Commission approved the budget in June 2017.





**BUDGET TASK: SENIOR AND DISABLED TRANSPORTATION SERVICES****DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan

**OBJECTIVES:** Certify residents of Ventura County who are unable to use a fixed route bus due to disability on a countywide basis to ensure standardized certification policies and economy of scale.

**ACCOMPLISHMENTS:** Provided oversight to the contractor-based Americans with Disabilities Act (ADA) certification program.

Certification activities:	Fiscal Year 2015/2016	Fiscal Year 2016/2017	Jul-Dec 2017
ADA Information/Application Requests	13,709	9,909	6,779
ADA Applications Received	1,519	1,116	666
Personal Interviews Conducted	479	399	159
ADA Determinations Issued	1,314	1,246	602

Processed ADA documentation for visitors to Ventura County and those certified by VCTC going elsewhere.

**DESCRIPTION:** The Federal government requires that a local process be in place to determine eligibility for complementary paratransit service provided under the Americans with Disabilities Act (ADA) to all areas within three-quarters of a mile of local fixed-route bus service. Provision of this service is the responsibility of the local transit operators; however, from the start of ADA, the Ventura County transit operators have looked to VCTC to provide certification on a countywide basis, thus providing economy of scale and a consistent process.

In the summer of 2015 VCTC entered into a new contract with Mobility Management Partners, Inc. which had been the previous provider. Since starting the new contract, staff worked with the contractor to implement numerous changes to the evaluation process, including deployment of online application capability and electronic data access for the transit operators. One particularly significant change was the elimination of personal interviews for all new applicants, through the initiation of an up-front application review to be followed by an interview only if determined to be necessary for an eligibility decision. As a result of this and other changes, the processing time for applications was reduced from a typical average of 50 days prior to 2015 to an average of 9 days from July through September 2017. Meanwhile, the number of certifications increased steadily from 800 in Fiscal Year 2013/2014 to 1,314 in Fiscal Year 2015/2016. Although certifications leveled off in Fiscal Year 2016/2017, it is important to note that the increased numbers of ADA certifications will likely have ramifications beyond VCTC's certification costs both impacting the demand for countywide paratransit services and affecting the costs to all transit operators.

This past year the Commission opted to approve the first of two optional one-year contract extensions for the certification contract, with the current term expiring June, 2019. Staff expects to come to the Commission in early fall of 2018 for direction on whether to exercise the second and final one-year option, or re-bid the contract.



**BUDGET TASK: SENIOR AND DISABLED TRANSPORTATION SERVICES (continued)****DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan**WORK ELEMENTS:**

1. Manage contract to certify ADA applicants.
2. Manage appeal process for ADA certifications.
3. Provide information and assistance to inquiries regarding the ADA certification program.
4. Update ADA certification applications, informational brochures and internet information as appropriate.
5. Conduct procurement for new certification services contract if directed to do so by Commission.

**PRODUCT:** Processing of approximately 1,300 ADA certification requests per year; provision of public information in support of certification program.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA	\$246,240
LTF Fund Transfer	61,560
<b>Total Funding</b>	<b>\$307,800</b>

**EXPENDITURE COMPARISONS:**

	<b>Fiscal Year 2016/2017 Actual</b>	<b>Fiscal Year 2017/2018 Budget</b>	<b>Fiscal Year 2018/2019 Budget</b>
Salaries	\$ 3,385	\$ 17,800	<b>\$ 18,400</b>
Fringe and Tax	1,645	8,700	<b>9,400</b>
Indirect Cost Allocation	2,755	16,800	<b>16,500</b>
Business Meals	0	100	<b>100</b>
Mileage	10	400	<b>400</b>
Notices	0	200	<b>200</b>
Printing	3,924	3,100	<b>3,100</b>
Travel and Conferences	0	1,600	<b>1,600</b>
Consultant Services	219,235	255,000	<b>255,000</b>
Legal Services	0	3,100	<b>3,100</b>
<b>Total Expenditures</b>	<b>\$230,954</b>	<b>\$306,800</b>	<b>\$307,800</b>



**BUDGET TASK: TRANSIT GRANT ADMINISTRATION****DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan

**OBJECTIVES:** Provide funds made available by the Federal Transit Administration (FTA) and the State to Ventura County transit operators and local agencies and ensure that the granting agencies' requirements are met.

**ACCOMPLISHMENTS:** VCTC administers annual grants provided by FTA for funding transit planning, operations, and capital improvements. Funds are provided to VCTC bus transit and planning, and on a pass-through basis to county transit agencies, except for Metrolink, Gold Coast Transit and Simi Valley Transit, which are direct grant recipients of FTA funds.

**DESCRIPTION:** As a condition for VCTC and its subrecipients to receive FTA funds, VCTC must prepare grant applications; approve an annual Program of Projects (POP); monitor project status and submit quarterly reports to FTA; review and approve payment of invoices and obtain FTA reimbursement; and ensure compliance with all FTA requirements. VCTC subrecipients currently include: Thousand Oaks Transit, Moorpark City Bus, Camarillo Area Transit, Area Agency on Aging, County Human Services Agency, City of Oxnard, Arc of Ventura County, City of Ojai, HELP of Ojai, Ventura Transit System, Inc., California Vanpool Authority, and Mobility Management Partners.

This budget item includes grant funds passed through to subrecipients, with the required match being the subrecipients' responsibility and thus not part of VCTC's budget. The final version of the budget has been increased by \$3,775,700 to include projects that are being programmed in the Fiscal Year 2018/2019 Program of Projects.

VCTC will monitor FTA funding for ongoing subrecipient operations as well as capital projects including a new Moorpark station entrance, the Camarillo station pedestrian improvements, Thousand Oaks Transit Center improvements, bus stop improvements in several jurisdictions, and vehicle purchases for various transit and paratransit systems.

VCTC staff expenses for this work are largely FTA-funded, matched with Local Transportation Funds (LTF). During Fiscal Year 2018/2019, VCTC will be due for the FTA Triennial Review. This task includes an increase in consultant funding to assist with subrecipient monitoring, which in the past few years has received fewer staff hours due to other needs. The need for an increased level of subrecipient monitoring is being driven by past FTA Triennial findings which directed VCTC to ensure adequate effort for this function.



**BUDGET TASK: TRANSIT GRANT ADMINISTRATION (continued)****DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan**WORK ELEMENTS:**

1. Prepare and submit FTA grant applications and Caltrans requests for FTA fund transfer, as required to obtain funds for projects approved by VCTC in the annual Program of Projects.
2. Track the status of all VCTC and subrecipient projects, collect required data, prepare quarterly reports, and ensure compliance with all FTA requirements including civil rights, drug & alcohol testing, auditing and record-keeping, competitive contracting, Buy America, Disadvantaged Business Enterprise (DBE), lobbying, capital maintenance, useful life and disposal, public comment, elderly & disabled fare discount, and ADA.
3. Review subrecipient invoices for FTA funds and submit to FTA for reimbursement.
4. Provide required periodic grant project status reports to federal and state funding entities.
5. Prepare for and participate in FTA Fiscal Year 2018/2019 Triennial Review.

**PRODUCT:** Maintain timely flow of funds to all projects designated by VCTC to receive funds from the FTA and State agencies, achieving full compliance with the agencies' requirements.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA 5307, 5310, 5316 CMAQ Transfers	\$4,506,261
FTA 5307, 5310, 5316, CMAQ Transfers, Carry-over	3,685,532
LTF Fund Transfer	75,007
Local Contribution	21,500
<b>Total Funding</b>	<b>\$8,288,300</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2016/2017 Actual</b>	<b>Fiscal Year 2017/2018 Budget*</b>	<b>Fiscal Year 2018/2019 Budget</b>
Salaries	\$ 50,527	\$ 98,800	\$ 86,600
Fringe and Tax	23,534	46,600	41,500
Indirect Cost Allocation	40,563	92,200	76,200
Business Meals	26	100	100
Mileage	144	300	800
Notices	838	400	300
Travel and Conferences	5	500	500
Consultant Services	7,200	12,000	20,000
Legal Services	3,328	5,900	5,900
Equipment	0	111,900	107,500
Pass-Through Grants	3,822,227	7,266,800	7,948,900
<b>Total Expenditures</b>	<b>\$3,948,392</b>	<b>\$7,635,500</b>	<b>\$8,288,300</b>

\* This budget task was amended after the Commission approved the budget in June 2017.



**BUDGET TASK: VALLEY EXPRESS****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Aaron Bonfilio

**OBJECTIVES:** Provide safe, efficient and well-coordinated transit service within the cities of Santa Paula and Fillmore and surrounding County unincorporated area, administered through a Cooperative agreement with the Cities and the County.

**ACCOMPLISHMENTS:** At the direction of the local jurisdictions, VCTC oversaw the administration of the Valley Express bus service. VCTC administers the program pursuant to the Cooperative agreement entered into May 2014. This included the staffing and management of the Technical and Policy advisory committees. During the year, staff provided contractor oversight, marketing program development, ridership and fare analysis, management of fare media sales, service quality monitoring and general outreach activities to promote transit usage. The Committees directed service changes which reduced the existing Fixed Route service and expanded demand-based Dial-a-ride availability. VCTC accomplished these changes and tasks within the agreed upon staffing charge, not to exceed \$100,000 annually. In addition, upgraded fareboxes and data system were implemented. Followed by the installation and implementation of the new real-time passenger information system, which includes automatic vehicle location, passenger counters and computer automated dispatch technology (AVL System).

Annual Ridership Totals	Fiscal Year 2015/2016 Ridership	Fiscal Year 2016/2017 Ridership	Jul-Dec 2017 Ridership
Valley Express Dial-a-ride	31,486	24,813	14,283
Valley Express Fixed Route	96,992	72,999	25,068

**DESCRIPTION:** The Valley Express service provides General Public Dial-a-Ride, Fixed Route, and ADA Paratransit/Senior transit services. VCTC administers the program pursuant to cooperative agreement entered into May 2014. The cost of the transit service has remained consistent following the Transit Operator contract amendment effective March 2017, and will fluctuate if future service planning changes take effect. Recurring costs include administrative staffing, contractor operator expense, marketing and professional services associated with dial-a-ride reservations software and vehicle inspection services.

This task is fully funded from FTA funds and the participating local jurisdictions.

**WORK ELEMENTS:**

1. Provide the Valley Express service through a contract operator and oversee contractor performance, service quality, compliance, and prepare re-procurement.
2. Organize and administer regular committee meetings with representatives.
3. Oversee the planning and development of schedule adjustments of the service.
4. Implement support activities such as marketing the service, printing and distribution of passenger information, vendor contracts, and direct service modifications.
5. Oversee the implementation of recurring upgrades to dispatch paratransit system.
6. Prepare service statistics and provide the information to Cities, County, State, and Federal Transit Administration.
7. Provide development of service information for AVL System.
8. Oversee fleet maintenance pursuant to transit asset management best practices.



**BUDGET TASK: VALLEY EXPRESS (continued)****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Aaron Bonfilio

**PRODUCT:** Operation and administration of the Valley Express bus service as identified in the Cooperative Agreement between the Cities, the County and VCTC. VCTC will prepare and administer procurements related to the service, as well as monitor key performance indicators, contract compliance and plan service adjustments, accordingly.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA	\$ 624,254
Local Contribution – TDA Funds*	1,091,146
Local Contribution – Route Guarantee*	140,000
Local Fee – Farebox	88,000
<b>Total Funding</b>	<b>\$1,943,400</b>

\*Local Contribution provided by the cities of Santa Paula and Fillmore and the County of Ventura.

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2016/2017 Actual</b>	<b>Fiscal Year 2017/2018 Budget**</b>	<b>Fiscal Year 2018/2019 Budget</b>
Salaries	\$ 44,370	\$ 42,100	\$ 42,700
Fringe and Tax	26,079	19,100	19,900
Indirect Cost Allocation	38,585	38,800	37,400
Communications	14,901	13,200	15,500
Mileage	366	2,000	2,000
Office Support	63	200	200
Postage	24	100	100
Printing	0	5,000	6,800
Bank Fees	396	1,100	800
Legal Services	1,654	9,000	10,000
Professional Services	46,595	63,000	75,000
Bus Purchase/ Farebox Capital Equipment	0	224,400	4,000
Contract Services	1,352,809	1,630,500	1,639,000
Outreach and Marketing	51,276	79,000	90,000
<b>Total Expenditures</b>	<b>\$1,577,118</b>	<b>\$2,127,500</b>	<b>\$1,943,400</b>

\*\* This budget task was amended after the Commission approved the budget in June 2017.





**BUDGET TASK: VCTC INTERCITY SERVICES****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Aaron Bonfilio

**OBJECTIVES:** Provide safe, comfortable, efficient and well-coordinated intercity fixed route transit service, connecting with local transit services on VCTC Intercity transit corridors.

**ACCOMPLISHMENTS:** During the last fiscal year, VCTC continued service demonstration of the new “Oxnard/Camarillo” route and launched the new demonstration “East/West” route. During the year, VCTC was also awarded grant funds for one expansion vehicle and two replacement vehicles. This purchase will be funded by a Congestion Mitigation Air Quality (CMAQ) program grant. The buses are anticipated to arrive this winter 2018. Last fiscal year also marked the first full year following VCTC’s largest service change (reduction) in the system’s history, which took effect May 2017. At the same time, a new numbering convention was instituted which has helped drive data collection, aiding with down to the route and trip-time service analysis. In addition, new technology will be deployed, including real-time passenger information as well as a new online pass sales “storefront” – moving the intercity system into the digital age. Lastly, staff and the operations contractor worked collaboratively as the current operator, Roadrunner Management Services, was acquired by international transit operations firm, RATP Dev. While RATP Dev brings to VCTC over fifty years of public transit management experience, in addition to scheduled cost increases, the Intercity service rates were amended upward approximately 5% to address driver wages and increased maintenance to prolong the life of the fleet.

During Fiscal Year 2016/2017 VCTC provided approximately 722,831 passenger trips, representing just over an 8% decline in year-over-year ridership. The table below reflects the current ridership during the last six months as compared to the previous two years, including the demonstration route performance:

	Fiscal Year 2015/2016 Ridership	Fiscal Year 2016/2017 Ridership	Jul-Dec 2017 Ridership
<b>System-wide VCTC Ridership</b>	<b>786,761</b>	<b>722,831</b>	<b>330,938</b>
<i>Oxnard/Camarillo (Demo)</i>	n/a	8,506	14,844
<i>East/West (Demo)</i>	n/a	n/a	1,226

**DESCRIPTION:** VCTC Intercity transit service provides high-quality bus service between the cities of Ventura County, to and from rail and local bus services, with service extending into Los Angeles and Santa Barbara Counties. The system provides vital regional service for all citizens including “transit-dependent”, as well as for those who are “choice-riders.” The fleet is equipped with complimentary WiFi, reclining seats, and made up of commuter-style coaches.

In light of recent trends, the Farebox revenues projection assumes only a minimal increase from last year. This is based on recent implementation of the East/West route and anticipated ridership gains from the VCTC College Rides program.

**WORK ELEMENTS:**

1. Oversee transition of contract operator; including contract compliance, budget performance, and monitor maintenance of rolling-stock and regulatory compliance.





**BUDGET TASK: VCTC INTERCITY SERVICES (continued)****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Aaron Bonfilio**WORK ELEMENTS (continued):**

2. Plan and implement fare changes and regular service changes, including changes to mitigate escalated contract operator expense.
3. Monitor service demonstration(s) and explore opportunities for ridership growth.
4. Administer Cooperative funding agreements and prepare related budgets.
5. Manage development and reporting of service indicators and system information.
6. Promote the system, conduct outreach and solicit rider input.
7. Oversee the procurement and deployment of new VCTC fleet vehicles.

**PRODUCT:** High-quality fixed route operations and implementation of stated work tasks.**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA	\$ 2,352,959
FTA CMAQ Transfer	2,226,160
LTF Fund Transfer	72,980
STA Fund Transfer	4,210,842
LCTOP	884,959
Local Contribution – Route Guarantee*	1,368,000
Local Fee – CSUCI Administration	35,000
Local Fee – Farebox	1,000,000
<b>Total Funding</b>	<b>\$12,150,900</b>

\*Local Contribution provided by Moorpark College, CSUCI and SBCAG

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2016/2017 Actual</b>	<b>Fiscal Year 2017/2018 Budget**</b>	<b>Fiscal Year 2018/2019 Budget</b>
Salaries	\$ 130,713	\$ 146,200	\$ 174,100
Fringe and Tax	82,819	74,600	90,700
Indirect Cost Allocation	112,454	140,000	157,500
Business Meals	38	300	300
Communications Wi-Fi	14,319	21,000	23,000
Mileage	609	2,600	2,700
Office Support	441	200	1,000
Printing	0	2,000	3,500
Training	1,030	1,800	2,000
Travel and Conferences	3,255	5,800	6,000
Bank Fees	3,237	4,100	4,100
Consultant Services	41,456	15,000	25,000
Legal Services	107,710	75,000	50,000
Bus and Equipment	141,688	0	2,138,100
Contract Services	8,476,130	8,300,000	9,372,900
Depreciation**	1,022,597	0	0
Outreach***	0	160,000	100,000
<b>Total Expenditures</b>	<b>\$10,138,496</b>	<b>\$8,948,600</b>	<b>\$12,150,900</b>

\*\* This budget task was amended after the Commission approved the budget in June 2017. Depreciation is not budgeted.

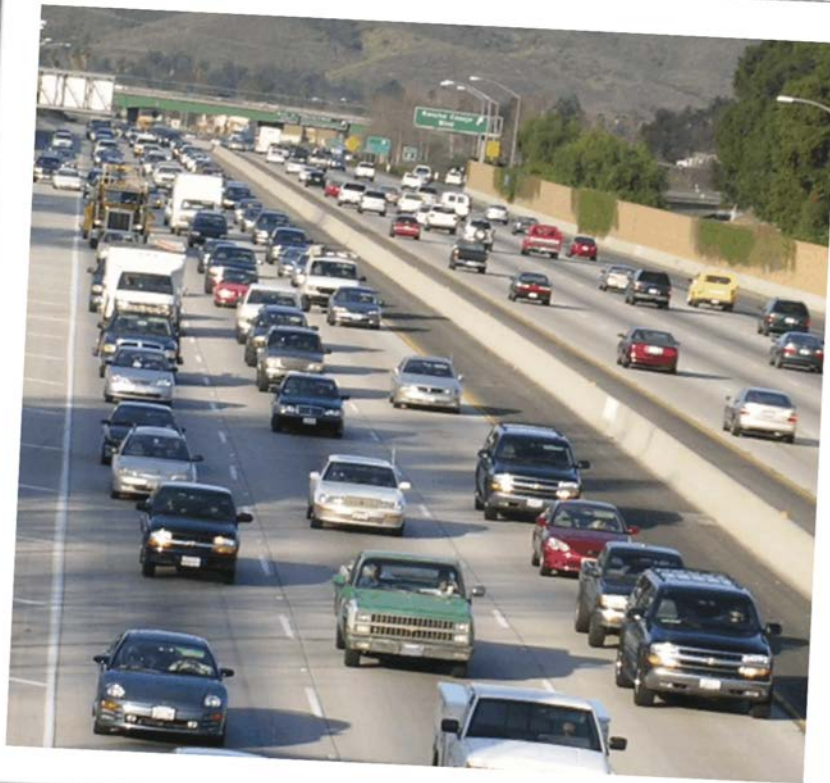
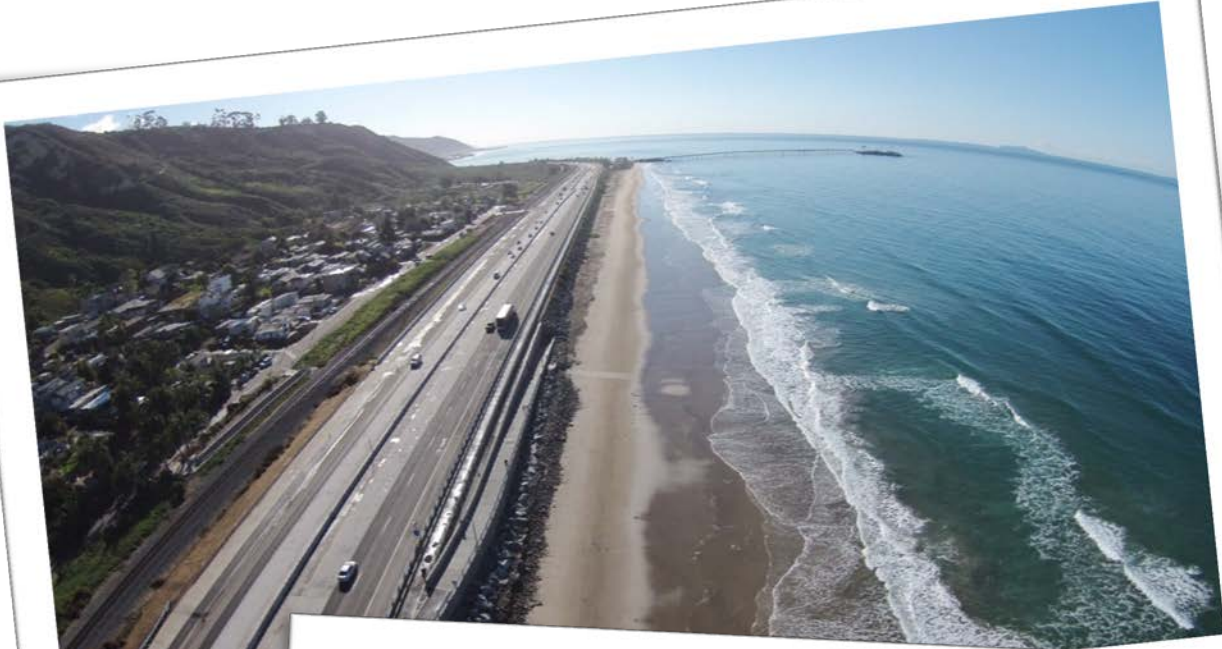
\*\*\*Outreach was previously included in the General Government Program – Community Outreach.



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## HIGHWAY PROGRAM TASK BUDGETS



**BUDGET TASK: CALLBOX SYSTEM****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge

**OBJECTIVES:** Maintain and operate a countywide motorist aid callbox system for Ventura County.

**ACCOMPLISHMENTS:** In 1985 the California Legislature passed Senate Bill 1190 to enable counties to generate revenue for the purpose of purchasing, installing, operating and maintaining an emergency motorist aid system, Service Authority for Freeway Emergencies (SAFE). The Ventura County Transportation Commission (VCTC) serves as the SAFE and operates the callboxes on state highways within the County of Ventura. The revenue consists of \$1 fee per vehicle registered as part of the vehicle registration process. As cellular phones have proliferated the callbox volume has decreased over time leveling off in 2010 at an average of 3,000 calls annually through 2016. In 2017 call volume seems to be decreasing once again and bears monitoring to see if the decrease reflects an ongoing trend.

In Fiscal Year 2014/2015 the callbox system underwent an analysis to identify needs to improve efficiency, update technology and bring the system into Americans with Disabilities Act (ADA) compliance. In Fiscal Year 2016/2017 the first two steps were completed with a 25% reduction in the total number of callboxes and an upgrade to the remaining 420 callboxes to 3G technology.

During Fiscal Year 2017/2018 work was begun to bring the system into compliance with the Americans with Disabilities Act. This work varies greatly from site to site but includes the installation of concrete pads, asphalt pathways, and some callbox relocations away from the roadway edge. It is anticipated that by the end of the fiscal year approximately 50% of the sites will have been upgraded with the remainder of the upgrade being completed in Fiscal Year 2018/2019

**DESCRIPTION:** Maintain the callbox network on the County's highways. Maintain positive working relationships with program partners Caltrans and the California Highway Patrol (CHP). Manage contractor roles in the implementation of the program. Interact with adjacent county callbox programs and other SAFE's throughout the state. Continue to develop strategies to reduce costs and improve service to the motoring public.

As described briefly above, the last element remaining in the plan to modernize the callbox network is to ensure the remaining callbox sites are ADA compliant and \$200,000 is contained in the consultant services line item for this activity.

Lastly, across the last several years the SAFE fund balance has grown sufficiently to accommodate the reserve policy and the provision of other motorist services. Staff will be compiling options for other SAFE funded services, such as Freeway Service Patrol, for Commission discussion and possible implementation. No funds have been budgeted for these services at this time but could be amended into the budget at a future date.

The Fiscal Year 2018/2019 Callbox Task Budget is approximately \$228,000 less than the previous fiscal year due to lower communication costs, lower contract costs with CHP and completion of 50% of the ADA upgrades.



**BUDGET TASK: CALLBOX SYSTEM (continued)****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge**WORK ELEMENTS:**

1. Manage day-to-day operations/maintenance of the Callbox Program.
2. Coordinate work performed by consultants and other agencies for the Motorist Aid Callbox System, including the following contracts and/or purchase orders.
3. Contract with California Highway Patrol for dispatching services.
4. Oversee purchase orders and/or contracts with consultants for callbox management services.
5. Ensure that knocked-down callboxes are repaired or replaced in a timely manner to minimize inconvenience to motorists and recover costs through insurance companies.
6. Temporarily remove and/or install new callboxes in response to construction on state highways in Ventura County.
7. Complete callbox site upgrades for ADA compliance.

**PRODUCT:** Products include the installation and/or removal of callboxes where appropriate, the repair or installation of callboxes which have been damaged or knocked down, and other upgrades and improvements.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
SAFE Revenues and Fund Transfer	\$491,500
<b>Total Funding</b>	<b>\$491,500</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2016/2017 Actual</b>	<b>Fiscal Year 2017/2018 Budget</b>	<b>Fiscal Year 2018/2019 Budget</b>
Salaries	\$ 7,395	\$ 10,400	\$ 9,200
Fringe and Tax	3,183	5,000	4,000
Indirect Cost Allocation	5,794	9,800	7,800
Training	0	1,500	1,500
Consultant Services	277,529	630,000	422,000
Legal Services	64	1,500	1,000
CHP	9,534	20,000	10,000
Communications Callbox	40,035	42,000	36,000
<b>Total Expenditures</b>	<b>\$343,534</b>	<b>\$720,200</b>	<b>\$491,500</b>





**BUDGET TASK: HIGHWAY PROGRAM MANAGEMENT****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge

**OBJECTIVES:** Initiate delivery of the freeway improvement projects on Route 101 and Route 118.

**ACCOMPLISHMENTS:** With the Project Study Reports (PSRs) completed for U.S. 101 and S.R. 118, the Commission has laid the groundwork to move environmental work on those highways forward. Beginning in May of 2015, the Commission approved programming \$14 million in federal Surface Transportation Program (STP) funds for the environmental phase of U.S. 101 and \$3 million of STP for the environmental phase of S.R. 118. In December 2016 the Commission approved a cooperative agreement with Caltrans detailing VCTC's role as project lead in the Project Approval and Environmental Document (PAED) phase for U.S. 101. Lastly in June of 2017, VCTC and Caltrans agreed to a partnership in managing the U.S. 101 PAED, with Caltrans providing the engineering project management and VCTC providing the contract administration.

Beginning in the summer of 2017 and through the winter of 2018, VCTC in partnership with Caltrans initiated the consultant procurement process for the U.S. 101 PAED. The project team issued a Request for Proposal (RFP) and received five responsive proposals. The team conducted a two-step consultant selection process narrowing the proposers from five to three firms to be interviewed. Ranking the firms, the project team began negotiations with the top ranked firm coming to agreement resulting in a contract for services with the top ranked firm.

Additionally, in the fall of 2017 Caltrans issued the environmental documentation for the Highway 118 widening resulting in an approved environmental document and preferred alternative in early spring of 2018.

**DESCRIPTION:** In Fiscal Year 2018/2019 staff will be working with Caltrans and the project consultant to conduct the PAED phase for U.S. 101. It is anticipated that the PAED work will extend over approximately four years and that project funds will carry-over from year to year. Once the PAED phase is completed, the project will be ready to move to final engineering. The phasing of the engineering and eventual project delivery will be determined during the PAED process.

Staff, the Caltrans project manager and the project consultant will continue to coordinate with other agencies and the public as required on the various project elements.

The Fiscal Year 2018/2019 Highway Project Management Task Budget is approximately \$4,000,000 higher than the Fiscal Year 2017/2018 budget due to the project commencement as opposed to project planning in the previous year.



**BUDGET TASK: HIGHWAY PROGRAM MANAGEMENT (continued)****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge**WORK ELEMENTS:**

1. Initiate Project Approval/Environmental Documents, U.S. 101 project.
2. Track state highway project statuses to assure no funds are lost due to “use-it-or-lose-it” requirements.
3. Continue to coordinate with Caltrans on S.R. 118.

**PRODUCT:** Initiation of Route 101 and Route 118 preliminary engineering and environmental document preparation, implementation and effective highway project monitoring and facilitation to ensure timely delivery.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
Surface Transportation Program (STP)	\$4,604,500
PPM	125,200
<b>Total Funding</b>	<b>\$4,729,700</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2016/2017 Actual</b>	<b>Fiscal Year 2017/2018 Budget*</b>	<b>Fiscal Year 2018/2019 Budget</b>
Salaries	\$13,558	\$ 18,000	\$ 57,000
Fringe and Tax	4,735	6,500	21,500
Indirect Cost Allocation	10,020	15,500	46,700
Mileage	110	1,500	1,000
Office Support	0	1,000	1,000
Travel and Conferences	16	500	500
Consultant Services	0	567,800	4,000,000
Legal Services	732	2,000	2,000
Project Management	0	125,000	600,000
<b>Total Expenditures</b>	<b>\$29,171</b>	<b>\$737,800</b>	<b>\$4,729,700</b>

\* This budget task was amended after the Commission approved the budget in June 2017.





**BUDGET TASK: SPEEDINFO HIGHWAY SPEED SENSORS****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge

**OBJECTIVES:** Provide real time highway speed data for inclusion in traveler information systems so that vehicle operators can make informed decisions and can collect speed data for use in VCTC and Caltrans planning efforts.

**ACCOMPLISHMENTS:** Funded through the Service Authority for Freeway Emergencies (SAFE), SpeedInfo speed sensors are installed throughout Ventura and along Highway 101 as far north as Winchester Canyon in Santa Barbara County. SpeedInfo, an Application Service Provider (ASP), provides speed data through the use of solar powered, wireless speed sensors along Ventura County's highways where Caltrans loop detectors are not available. Sensors are placed at one mile intervals and report aggregated lane speeds twice per minute. The data is sent to Caltrans District 7 Traffic Management Center (TMC), where it is converted into travel time and published on the County's Changeable Message Signs (CMS), and provides input to a number of real-time traffic maps presented on websites for Caltrans, L.A. Metro, Southern California 511 as well as Go Ventura website.

Caltrans District 7 has also adapted their programming to capture the SpeedInfo data so that it can be warehoused and used to study operational performance on highways where no other monitoring devices are available. This has become an important element in the Corridor System Management Plan (CSMP) program for Highway 101.

A new type of sensor which provides vehicles counts, as well as speeds, was developed and installed in Camarillo in late winter of 2018. Staff will be testing the sensor and reporting functionality throughout the spring. Should the new hardware be found accurate, VCTC staff may explore the option of deploying additional sensors to obtain ongoing count data for the County's highways.

**DESCRIPTION:** There are two areas of work in this task. The first is to monitor the system and ensure the contractor is meeting all uptime requirements and that data remains available for use to all eligible parties.

The second work area is to evaluate the data generated by the new hardware and if valid to explore locations for deploying it and capturing the data feed so that traffic counts for Ventura County highways can be done in real time.

The Fiscal Year 2018/2019 Budget has increased by \$5,900 due to increases in staff time to continue to work with the new sensors and develop useful reporting tools.

**WORK ELEMENTS:**

1. Review all monthly reports for sensor uptime and approve invoices accordingly.
2. Participate in regional traveler information efforts to ensure inclusion of VCTC speed data.
3. Maintain a database to capture speed data by road segment and time to chart congestion events.
4. Convert data into Geographic Information System (GIS) layers to display graphically.



**BUDGET TASK: SPEEDINFO HIGHWAY SPEED SENSORS (continued)****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge

**PRODUCT:** Improved traveler information through the dissemination of SpeedInfo data to various information distribution networks and detailed congestion data for use in VCTC planning efforts.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
SAFE Revenue and Fund Transfer	\$153,000
<b>Total Funding</b>	<b>\$153,000</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2016/2017 Actual</b>	<b>Fiscal Year 2017/2018 Budget</b>	<b>Fiscal Year 2018/2019 Budget</b>
Salaries	\$ 233	\$ 1,400	\$ 4,000
Fringe and Tax	83	500	1,700
Indirect Cost Allocation	173	1,200	3,300
Consultant Services	124,200	144,000	144,000
<b>Total Expenditures</b>	<b>\$124,689</b>	<b>\$147,100</b>	<b>\$153,000</b>



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## RAIL PROGRAM TASK BUDGETS



**BUDGET TASK: LOSSAN - COAST RAIL COORDINATING COUNCIL****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Claire Grasty

**OBJECTIVES:** Provide safe and cost-effective intercity passenger rail service in Ventura County by working with the State Division of Rail, Amtrak and the six county (Los Angeles, Orange, San Diego, San Luis Obispo, Santa Barbara and Ventura) "LOSSAN" Rail Joint Powers Authority (JPA) to improve intercity Pacific Surfliner train service and working with the other coastal California counties/agencies on the Coast Rail Coordinating Council (CRCC) to support long distance passenger rail services.

**ACCOMPLISHMENTS:** In Fiscal Year 2016/2017, each month an average of over 23,000 intercity rail passengers boarded or disembarked at Ventura County train stations, a three percent increase over the previous year. Since 2013, the Orange County Transportation Authority has acted as the managing agency for the JPA. The managing agency's efforts in Fiscal Year 2017/2018 included: providing the only ground transportation during the Montecito mudslides, including providing additional service and capacity, implementing a fare restructuring policy and completing a robust timetable study. They are also slated to update the business plan and improve service between Los Angeles and San Luis Obispo, including improved service from Ventura to Santa Barbara during the rush hour. Member agencies continue to provide policy direction for LOSSAN staff to coordinate capital planning projects along the corridor now that LOSSAN is managing the Amtrak interoperating agreement.

**DESCRIPTION:** With the LOSSAN JPA, of which VCTC is a member, VCTC staff, together with the Commissioners appointed to serve on the LOSSAN Board, will actively participate and engage with the other member agencies and LOSSAN management to assure cost-effective operations and quality service. Efforts to better integrate the Surfliner with other corridor services, including Metrolink, will continue.

VCTC has been an active member of the Coast Rail Coordinating Council (CRCC), which aims to deliver coastal daytime Amtrak service between Los Angeles and San Francisco. The commission-appointed LOSSAN representative also serves as a volunteer Board Member of the CRCC which meets on a quarterly basis to discuss progress of the Coast Daylight service. VCTC Commissioner Bryan MacDonald was selected to be Chair of the LOSSAN board at the beginning of 2018.

**WORK ELEMENTS:**

1. Provide staff support and represent VCTC interests at LOSSAN, CRCC and at other rail meetings as needed.
2. Continue participation in LOSSAN and work with Caltrans Division of Rail and Mass Transportation to ensure the intercity and long distance passenger rail program is providing a benefit to Ventura County.
3. Work with the LOSSAN partners to identify potential funding opportunities for capital rail projects along the LOSSAN corridor within Ventura County.
4. Work with the other counties (Santa Barbara, San Luis Obispo, Monterey, San Benito, Santa Cruz, San Mateo and Santa Clara), the Bay Area Metropolitan Transportation Commission, and the State Division of Rail to ensure the intercity and long distance passenger rail program is coordinated in the coastal counties to the north.



**BUDGET TASK: LOSSAN - COAST RAIL COORDINATING COUNCIL (continued)****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Claire Grasty**WORK ELEMENTS (continued):**

5. Work with Santa Barbara County, Metrolink and appropriate State agencies in support of coordinating improved service between Ventura and Santa Barbara County along the LOSSAN corridor.
6. Represent Ventura County rail interests at the local, regional, State and Federal levels.
7. Work with LOSSAN as they look to modernize and expand their system.

**PRODUCT:** Quarterly updates on rail operations and issues.**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
STA Fund Transfer	\$35,400
<b>Total Funding</b>	<b>\$35,400</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2016/2017 Actual</b>	<b>Fiscal Year 2017/2018 Budget</b>	<b>Fiscal Year 2018/2019 Budget</b>
Salaries	\$ 7,150	\$13,800	<b>\$13,300</b>
Fringe and Tax	3,072	5,300	<b>5,300</b>
Indirect Cost Allocation	5,599	12,000	<b>11,000</b>
Business Meals	62	100	<b>100</b>
Membership and Dues	1,500	0	<b>0</b>
Mileage	271	1,200	<b>1,200</b>
Office Support	0	1,000	<b>1,000</b>
Travel and Conferences	51	2,000	<b>2,500</b>
Legal Services	0	400	<b>1,000</b>
<b>Total Expenditures</b>	<b>\$17,705</b>	<b>\$35,800</b>	<b>\$35,400</b>





**BUDGET TASK: METROLINK COMMUTER RAIL****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Claire Grasty

**OBJECTIVES:** Provide safe and reliable commuter rail transportation in Ventura County as part of the five County (Los Angeles, Orange, Riverside, San Bernardino and Ventura) Southern California Regional Rail Authority (SCRRA or Metrolink) formed in 1991; and maintain and improve the line segment under VCTC ownership from the Moorpark Station to the Santa Susanna Tunnel 28.

**ACCOMPLISHMENTS:** During Fiscal Year 2016/2017, each weekday there were about 802 passengers boarding Metrolink commuter trains at Ventura County stations. The Ventura County line experienced peak ridership during the 2008 gas price spike then dropped during the recession and has continued to decline. Systemwide accomplishments include introducing Tier 4 locomotives, with much cleaner and efficient engines, and celebrating 25 years of service. The Ventura County Line performance is as follows:

Service	Fiscal Year 2015/2016	Fiscal Year 2016/2017
Farebox Return	25.1%	24.2%
Average Daily Boardings (VC Line)	3,520	3,466
Average Daily Boardings (VC Portion)	848	802

**DESCRIPTION:** As with all public transit systems, operating costs for Metrolink have increased each year and this budget shows an increase in VCTC's operating contribution by about 4% from the previous year but an overall budget increase of 25% due to additional expenditures for significant capital repair projects, namely on the Ventura County Line. Since the last iteration of this budget, Metrolink has submitted their funding request and the operational costs have been lowered accordingly but significantly higher capital costs are now represented, funded in part by the savings from lower than projected operational costs, a subsidy reconciliation from Metrolink for \$472,712 and a small amount of carryover money to pay for these one-time costs. This budget assumes continuing existing service levels.

Using federal funds generated by running Metrolink service through Ventura County, VCTC will obligate \$10,784,022 in Federal Transit Administration (FTA) funds to Metrolink mainly for operations as well as for preventative maintenance activities.

In Fiscal Year 2018/2019, VCTC will program \$9,304,727 to Metrolink for infrastructure improvements to help maintain system performance and avoid impacts to travel times as well as funding for operations. Significant capital repairs are necessary to maintain service levels and safety compliance with Federal Railroad Administration standards and prevent issuing "slow orders" where infrastructure is deteriorating. To address this, \$4,091,049 will be allocated to Metrolink's deferred maintenance backlog, including \$2,512,850 of SB 1 funds to support state of good repair activities. Additionally, \$2,037,000 of Proposition 1B funds for improvements to the East Ventura and Moorpark stations, including additional lighting and regrading and paving the layover facility. Additionally, VCTC is allocating \$2,972,978 to ongoing operations costs.

Therefore, the total Metrolink costs include the subsidy reconciliation (\$472,712), federal funds (\$10,784,022) and the VCTC budget (\$9,304,727) for a total of \$20,561,461.





**BUDGET TASK: METROLINK COMMUTER RAIL (continued)****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Claire Grasty**WORK ELEMENTS:**

1. Represent the interests of VCTC on the SCRRRA TAC and at other rail meetings.
2. Monitor and provide staff support for VCTC's portion of the Main Line operation costs, maintenance-of-way and capital activities. Rehabilitation improvements within Ventura County are anticipated during the year includes tie replacement, bridge and culvert repairs, and regular ongoing track and signal maintenance.
3. Work with Metrolink and VCTC outreach staff to improve and coordinate outreach.
4. Maintain vegetation control and encroachments along track right of way between Moorpark and Simi Valley.

**PRODUCT:** Monthly updates on passenger rail services, Ventura County Portion of Metrolink Budget, and continued maintenance of the VCTC portion of the Coast Main Line.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$3,230,863
LTF Fund Transfer Carry-over	148,876
STA State of Good Repair Fund Transfer	2,512,850
STA Fund Transfer	1,369,138
Proposition 1B Carry-over	2,037,000
Local Fees	6,000
<b>Total Funding</b>	<b>\$9,304,727</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2016/2017 Actual</b>	<b>Fiscal Year 2017/2018 Budget*</b>	<b>Fiscal Year 2018/2019 Budget</b>
Salaries	\$ 31,554	\$ 53,600	\$ 53,100
Fringe and Tax	13,054	21,300	22,200
Indirect Cost Allocation	24,433	47,500	44,800
Business Meals	0	100	100
Membership and Dues	680	800	0
Mileage	1,496	1,500	1,500
Office Support	188	1,000	1,000
Travel and Conferences	1,901	3,000	3,000
Legal Services	7,772	8,000	8,000
Capital Rehabilitation	0	0	4,091,049
Equipment/Sealed Corridor/Crossings	0	2,292,232	2,037,000
Right of Way Vegetation Control	0	60,000	70,000
SCRRRA Operations/Maintenance-of-Way	3,427,452	2,673,400	2,972,978
<b>Total Expenditures</b>	<b>\$3,508,530</b>	<b>\$5,162,432</b>	<b>\$9,304,727</b>

**Total including funds disbursed directly to SCRRRA**      \$15,221,046      \$16,453,007      **\$20,561,461**

\* This budget task was amended after the Commission approved the budget in June 2017.



**BUDGET TASK: SANTA PAULA BRANCH LINE****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge

**OBJECTIVES:** Manage the asset that is the Santa Paula Branch Line (SPBL) corridor.

**ACCOMPLISHMENTS:** The Ventura County Transportation Commission purchased the thirty-two mile long Santa Paula Branch Line in 1995. With the purchase of the Branch Line came a large number of leases for cultivation, utilities, crossings and pipelines which provide a portion of the revenue needed to support the line. In 2001, VCTC entered into a lease agreement with the Fillmore and Western Railway Company for maintenance and operation of the SPBL. With these agreements comes the need to actively manage the SPBL on a daily basis.

In Fiscal Year 2017/2018 the Commission resolved all litigation issues related to the Santa Paula Branch Line and reinstituted the operational lease as well as the lease with the City of Fillmore to allow excursion activities. In resolving the litigation issues for the Fiscal Years 2016/2017 and 2017/2018, the Santa Paula Branch Line Task Budgets were amended through Commission action and are reflected in the Expenditure Comparison table.

Across Fiscal Year 2017/2018 staff continued to manage the day-to-day business of owning the SPBL, issuing Rights-of-Entry, license agreements, weed abatement, trash removal and interfacing with other jurisdictions on property management issues. In addition, staff met the Federal Railroad Administration (FRA) requirement to have all bridges inspected annually under VCTC's Bridge Management Plan and have any bridge requiring it evaluated for its load carrying capacity.

Staff worked closely with the Limoneira Lewis Community Builders LLC to provide oversight, approve plans and negotiate easement agreements for the construction of the Harvest at Limoneira project which required crossings for vehicles, utilities and storm water runoff. The staff and legal costs were fully compensated by the developer and the easement was valued by an expert appraiser providing substantial one time revenue for the line.

**DESCRIPTION:** The Fiscal Year 2018/2019 Santa Paula Branch Line Task Budget reflects a return to a more predictable workload for staff with daily asset maintenance including, issuing Rights-of-Entry, weed abatement, debris cleanup and lease management.

In addition to maintenance of the right-of-way, the Fiscal Year 2018/2019 SPBL Budget includes \$45,000 for consultant support for the federally mandated annual Bridge Inspection Report and Bridge Management Plan update and \$25,000 for additional rail engineering consultant services.

Overall, there is a decrease of approximately \$270,000 in the Fiscal Year 2018/2019 SPBL Task Budget reflecting a significant reduction in legal costs, unanticipated repairs and a slight reduction in staff costs.



**BUDGET TASK: SANTA PAULA BRANCH LINE (continued)****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge**WORK ELEMENTS:**

1. Manage the day-to-day operation of the SPBL, consistent with policies of the VCTC and requirements of the California Public Utilities Commission (CPUC), the Federal Railroad Administration (FRA), and, the Surface Transportation Board (STB).
2. Investigate revenue opportunities for the SPBL.
3. Prepare and administer leases and rights of entry for use of SPBL corridor property.
4. Quickly respond to neighbor complaints; conduct weed abatement activities including application of pre-emergent and weed killer sprays; trim and/or remove brush and trees on the rail ROW; and contract for regular monthly operations and maintenance.
5. Complete annual FRA required rail bridge inspections.
6. Evaluate SPBL leases and establish new rate schedule.

**PRODUCT:** Continued safe and cost-efficient management of the thirty-two mile-long SPBL corridor.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$120,000
STA Fund Transfer	296,200
STA Fund Transfer Carry-over	138,000
Signal Revenue	17,800
Local Fee – Leases	267,000
Local Fee – Permits	2,000
<b>Total Funding</b>	<b>\$841,000</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2016/2017 Actual</b>	<b>Fiscal Year 2017/2018 Budget*</b>	<b>Fiscal Year 2018/2019 Budget</b>
Salaries	\$ 45,697	\$ 62,300	<b>\$ 54,400</b>
Fringe and Tax	17,418	27,100	<b>20,900</b>
Indirect Cost Allocation	34,568	56,700	<b>44,700</b>
Mileage	234	500	<b>500</b>
Office Support	89	500	<b>500</b>
Consultant Services	102,169	100,000	<b>70,000</b>
Legal Services	247,694	225,652	<b>50,000</b>
Non-Rail Maintenance	47,822	100,000	<b>100,000</b>
Past Maintenance Adjustment	2,148,000	0	<b>0</b>
Signal Repair/Replacement	0	90,000	<b>50,000</b>
Track Maintenance	32,960	450,000	<b>450,000</b>
<b>Total Expenditures</b>	<b>\$2,676,651</b>	<b>\$1,112,752</b>	<b>\$841,000</b>

\* This budget task was amended after the Commission approved the budget in June 2017.



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COMMUTER ASSISTANCE PROGRAM TASK BUDGETS





**BUDGET TASK: REGIONAL TRANSIT INFORMATION CENTER****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Aaron Bonfilio

**OBJECTIVES:** Provide comprehensive and convenient customer service to the public by assisting in all areas of transportation information services, including but not limited to Fixed Route, Rail, Americans with Disability Act (ADA)/Senior Demand Response, Rideshare, and program-based services run by local social service agencies.

**ACCOMPLISHMENTS:** Provided a central repository for all public transportation information within the County for new and regular riders. Staffed the toll-free information line for all Ventura County transit services, including VCTC Intercity transit service, Metrolink, LOSSAN, local bus transit operations, as well as general information regarding Rideshare programs such as Ride Match and Guaranteed Ride Home. Provided customer service support to VCTC for formal complaint and compliment intake and processing related to ADA, Title VI and transit operations. Performed customer service function and acted as liaison to social service agencies which utilize transit services, such as the County of Ventura Human Services Agency. Presented and disseminated information at various community events regarding VCTC transit programs. Prepared an online virtual “storefront” to sell VCTC’s regional fare media, which is anticipated to go-live spring 2018.

**DESCRIPTION:** The Regional Transit Information Center (RTIC) is the “front line” for transit service information, and provides support as the central sales outlet for the VCTC regional fare media. The Center is staffed daily, covering a span of eleven hours (M-F, 7am-6pm). Staff duties include, but are not limited to: providing public transit assistance in the areas of countywide bus transit information, including trip planning, pass information, and general user guidance; Ridesharing programs, including Guaranteed Ride Home and Ride Match; disseminating information and liaison to rider/community groups and social service agencies. Printed schedules for all Ventura County transit systems, Metrolink and Amtrak, as well as senior and ADA paratransit and dial-a-ride services are available at the Center.

The Regional Transit Information Center supports several programs and also, provides support for the sale of regional fare media and manages the consumer feedback database, including tracking of any complaints (formal ADA, Title VI or transit service related) that are filed regarding VCTC and its transit services.

**WORK ELEMENTS:**

1. Staff countywide “800-number” call-center to provide regional, rail and local transportation information.
2. Provide user-specific wrap-around transportation information such as end to end itineraries and information regarding agency-sponsored and eligibility-based transportation services.
3. Assist transit planning staff with maintenance of regional transit and health and human services countywide transportation directory.
4. Assist with Rideshare Program including Guaranteed Ride Home and Ride Match.
5. Process regional pass sales and order fulfillment by phone, email, mail, online or in-person.
6. Provide countywide information to Sales outlet network, Job Career Centers, schools, private and public agencies, and employer transportation coordinators.



**BUDGET TASK: REGIONAL TRANSIT INFORMATION CENTER (continued)****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Aaron Bonfilio**WORK ELEMENTS (continued):**

7. Coordinate and address the VCTC Intercity formal comment program to assure a prompt response, follow-up and/or resolution.
8. Process formal complaints related to ADA or Title VI.
9. Assist transit operators with support on countywide bus promotions.

**PRODUCT:** A well-informed community of ride share, specialized transportation and public transit users and social service agencies.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA	\$210,560
LTF Fund Transfer	52,640
<b>Total Funding</b>	<b>\$263,200</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2016/2017 Actual</b>	<b>Fiscal Year 2017/2018 Budget*</b>	<b>Fiscal Year 2018/2019 Budget</b>
Salaries	\$ 58,861	\$ 76,450	<b>\$ 86,300</b>
Fringe and Tax	55,391	56,900	<b>66,300</b>
Indirect Cost Allocation	62,576	84,650	<b>90,800</b>
Communications	1,060	2,000	<b>2,200</b>
Mileage	0	500	<b>400</b>
Office Support	133	100	<b>200</b>
Training	0	1,800	<b>2,000</b>
Travel and Conferences	0	1,000	<b>1,000</b>
Temporary/Extra Help	21,915	17,000	<b>9,000</b>
CRM Software	0	8,000	<b>5,000</b>
<b>Total Expenditures</b>	<b>\$199,936</b>	<b>\$248,400</b>	<b>\$263,200</b>

\* This budget task was amended after the Commission approved the budget in June 2017.





**BUDGET TASK: RIDESHARE PROGRAMS****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge

**OBJECTIVES:** Reduce congestion, increase mobility and improve air quality through programs targeted at reducing single occupant vehicle trips as required by the Congestion Management Program.

**ACCOMPLISHMENTS:** VCTC participates in the regional ridematching database, collaborating with Los Angeles Metro (Metro) and Orange County Transportation Authority (OCTA) for the provision of ridematching services to Southern California commuters. This partnership provides the Commission with a significant cost reduction in software costs as VCTC's portion is six percent of the regional total.

In Fiscal Year 2017/2018 the rideshare program was restructured. In November the Commission authorized moving much of the work performed previously by staff in support of Ventura County Air Pollution Control District's Rule 211 to the contractor specializing in managing the rideshare database for the Southern California collective. The transfer of responsibilities to a contractor allowed a reduction in program cost and reallocation of a staff position to an area of greater need.

In addition to restructuring the database management, VCTC's contract outreach team was assigned direct contact with Employee Transportation Coordinators (ETC) throughout the County to better assess ETC's needs and how VCTC can assist them in reducing single occupancy vehicle trips. The outreach program was also broadened to allow a wider scope of public education on the benefits of alternative modes of transportation.

**DESCRIPTION:** VCTC will continue to provide assistance to County employers and direct services to County commuters promoting alternatives to Single Occupant Vehicle (SOV) travel. In addition to traditional Rideshare Week and Bike to Work Week efforts, outreach will include a much broader and ongoing effort to educate the public on the benefits rideshare and alternative transportation modes.

The Fiscal Year 2018/2019 Rideshare Program Task Budget is approximately \$170,000 less than Fiscal Year 2017/2018 Budget largely due to the reallocation of personnel and reduction of other support costs.

**WORK ELEMENTS:**

1. Contract with Los Angeles Metro/Orange County Transportation Authority for delivery of rideshare matching database management services.
2. Manage the processing of surveys from Ventura County employers, and generation of Average Vehicle Ridership (AVR) reports for Ventura County Air Pollution Control District's Rule 211 compliance.
3. Have RideGuides and RideSmart Tips produced for the purpose of providing commuters rideshare opportunities. Respond to inquiries from Ventura County commuters generated by phone calls, direct referrals, [www.RideMatch.info](http://www.RideMatch.info), and the 511 online interface.



**BUDGET TASK: RIDESHARE PROGRAMS (continued)****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge**WORK ELEMENTS (continued):**

4. On a regional level, work with other County Transportation Commissions to produce and distribute outreach and informational materials through the [www.RideMatch.info](http://www.RideMatch.info) and 511 websites and other materials directly to Employee Transportation Coordinators (ETC).
5. Compile funding requests and applications, reimbursements and reports for operation of the rideshare program.
6. Develop outreach opportunities to provide information on commuter assistance programs to regulated and non-regulated employer worksites in Ventura County to assist in the development and implementation of trip reduction programs.
7. Monitor and support the California Vanpool Authority (CalVans) Vanpool Program by active participation as a member of the CalVans Technical Advisory Committee.

**PRODUCT:** Assist commuters by providing information on ridesharing opportunities and the Guaranteed Ride Home program. Assist employers by providing Rule 211 survey assistance and information on Transportation Demand Management (TDM) opportunities.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
CMAQ	\$274,100
LTF Fund Transfer	2,000
<b>Total Funding</b>	<b>\$276,100</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2016/2017 Actual</b>	<b>Fiscal Year 2017/2018 Budget</b>	<b>Fiscal Year 2018/2019 Budget</b>
Salaries	\$104,987	\$108,600	<b>\$ 8,200</b>
Fringe and Tax	50,152	52,800	<b>3,800</b>
Indirect Cost Allocation	84,969	102,400	<b>7,100</b>
Membership and Dues	0	400	<b>500</b>
Mileage	29	1,200	<b>500</b>
Office Support	235	600	<b>1,000</b>
Travel and Conferences	0	2,500	<b>0</b>
Database Administration	36,071	31,000	<b>95,000</b>
Legal Services	0	3,000	<b>1,000</b>
Guaranteed Rides (Taxi or Rental Car)	1,911	7,000	<b>7,000</b>
Outreach*	0	133,500	<b>152,000</b>
<b>Total Expenditures</b>	<b>\$278,354</b>	<b>\$443,000</b>	<b>\$276,100</b>

\*Outreach was previously included in the General Government Program – Community Outreach.



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## PLANNING AND PROGRAMMING PROGRAM TASK BUDGETS



**BUDGET TASK: AIRPORT LAND USE COMMISSION****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge

**OBJECTIVES:** As the Ventura County Airport Land Use Commission (ALUC), ensure that new development surrounding the County's airports is consistent with the adopted Ventura County Airport Comprehensive Land Use Plan (CLUP) thereby preserving continued operations and protecting the safety and welfare of surrounding residents.

**ACCOMPLISHMENTS:** Throughout Fiscal Year 2017/2018 ALUC staff has continued to respond to developers and local jurisdiction staff for guidance on CLUP policies and development criteria. Often working in consultation with the Ventura County Department of Airports and local city/County staff, ALUC staff has been able to resolve potential airport land use conflicts prior to the permit process relieving the need for project review by the Commission.

The CLUP is in need of updating and in order to receive funding through Caltrans Division of Aeronautics, the CLUP is required to be included in the County of Ventura's Department of Airports' Capital Improvement Plan (CIP). ALUC staff previously worked with the County of Ventura, Department of Airports to include \$400,000 in the Departments of Airports CIP for this effort. It is anticipated that Caltrans Division of Aeronautics will announce opportunities for grant funding sometime in the spring of 2018.

**DESCRIPTION:** VCTC reviews all proposed development located within the defined study areas for the four airports located in Ventura County, Camarillo Airport, Oxnard Airport, Santa Paula Airport, and Naval Air Station (NAS) Point Mugu. If potential conflicts can't be avoided during the initial review process, ALUC staff prepares a recommendation for a public hearing and discussion by the ALUC.

Should the Ventura County CLUP be selected by Caltrans Division of Aeronautics as a potential candidate for funding, ALUC staff will be seeking grant authorization from the Commission and the budget contains \$5,000 for consultant assistance in the grant application process. Additionally, should the CLUP update receive funding, ALUC staff will bring a budget amendment to the Commission for approval prior to conducting a procurement process for consultant services to update the CLUP.

The Airport Land Use Task budget has increased by approximately \$2,000 from Fiscal Year 2017/2018 due to a slight increase in total hours required for staffing.





**BUDGET TASK: AIRPORT LAND USE COMMISSION (continued)****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge**WORK ELEMENTS:**

1. Review proposed developments located in the traffic pattern zone for airports within Ventura County for consistency with the "Airport Comprehensive Land Use Plan for Ventura County".
2. Post Legal Notices and hold public hearings for consistency findings that are heard and adopted.
3. Notify proposing developers of outcome of consistency hearing.
4. Notify the City, County, and/or local school district with project approval authority in regards to the outcome of the consistency hearing.
5. Seek grant funding for CLUP update and associated environmental review.

**PRODUCT:** Advisory recommendations on the consistency of development on surrounding Ventura County's airports.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$22,800
LTF Fund Transfer Carry-over	5,000
<b>Total Funding</b>	<b>\$27,800</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2016/2017 Actual</b>	<b>Fiscal Year 2017/2018 Budget</b>	<b>Fiscal Year 2018/2019 Budget</b>
Salaries	\$ 6,100	\$ 7,400	<b>\$ 8,300</b>
Fringe and Tax	2,222	2,900	<b>3,500</b>
Indirect Cost Allocation	4,558	6,500	<b>7,000</b>
Mileage	69	500	<b>500</b>
Notices	170	1,000	<b>1,000</b>
Travel and Conferences	0	1,000	<b>1,000</b>
Consultant Services	0	5,000	<b>5,000</b>
Legal Services	605	500	<b>500</b>
Public Outreach	0	1,000	<b>1,000</b>
<b>Total Expenditures</b>	<b>\$13,724</b>	<b>\$25,800</b>	<b>\$27,800</b>



**BUDGET TASK: FREIGHT MOVEMENT****DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan

**OBJECTIVES:** Provide planning and coordination to ensure that freight movement projects in Ventura County are incorporated into the appropriate regional and state planning and programming documents in order to qualify for state and federal freight movement funding programs. This work includes both general countywide freight movement, and also the more specific effort to implement improvements to the Intermodal Port Access Corridor identified as a priority in the Comprehensive Transportation Plan.

**ACCOMPLISHMENTS:** VCTC participated in the development of Multi-County Goods Movement Action Plan (MCGMAP). This effort produced a priority list of goods movement projects for the five-county region of San Bernardino, Riverside, Orange, Los Angeles, and Ventura. This priority list resulted in \$30,449,000 in Prop. 1B Trade Corridor Improvement Funds (TCIF) for the Rice Avenue/101 Interchange project, Hueneme Road Widening and the 101/23 Freeway Interchanges. This effort also produced recognition by San Bernardino, Riverside, Orange and Los Angeles Counties that the Port of Hueneme and Ventura County are a part of the Southern California goods movement system. The passage of the Federal Fixing America's Surface Transportation (FAST) Act achieved a major regional objective, namely the adoption, as part of federal reauthorization, of a specific federal program for freight movement. Then the state's passage of Senate Bill (SB) 1, the Road Repair and Accountability Act, established an ongoing state goods movement revenue source. The state adopted guidelines in October 2017 for distribution of the combined SB 1 freight funds and the Federal freight formula funds. VCTC worked with Caltrans to submit a \$68.6 million application for the Rice Avenue Grade Separation, and projects are scheduled for selection in May, 2018. The final Fiscal Year 2017/2018 budget added consultant expenditures to address the added cost of SB 1 application preparation, but no salary cost was added.

**DESCRIPTION:** Participate in, and coordinate with, Regional, State, and Federal goods movement planning efforts to ensure that goods movement projects in Ventura County are considered and included in any plans for short and/or long-term freight movement opportunities. In particular, increase VCTC staff resources to continue working with regional agencies and the State to prepare for the next freight program application cycle coming in 2020. Monitor the continued work of the various agencies on the Rice Avenue Grade Separation project.

**WORK ELEMENTS:**

1. Participate in on-going activities of Southern California Freight Working Group.
2. Engage with California Transportation Commission process to develop freight program guidelines and then to select projects for the new programs.
3. Coordinate with the Port of Hueneme, local agencies, and private sector freight movement entities as required to ensure that all parties are aware of programs and funding opportunities that may occur for Ventura County.





**BUDGET TASK: FREIGHT MOVEMENT (continued)****DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Peter De Haan

**PRODUCT:** Provision of Ventura County Data on Goods Movement as requested by Southern California Association of Governments (SCAG). Periodic updates to VCTC Board on freight movement activities and programs. Coordination with Regional, State, and Federal agencies in goods movement. Coordination with Oxnard, County, State, and Union Pacific on the Rice Avenue Grade Separation.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$32,900
PPM	10,000
<b>Total Funding</b>	<b>\$42,900</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2016/2017 Actual</b>	<b>Fiscal Year 2017/2018 Budget</b>	<b>Fiscal Year 2018/2019 Budget</b>
Salaries	\$ 7,954	\$ 7,300	<b>\$13,400</b>
Fringe and Tax	3,366	3,100	<b>6,100</b>
Indirect Cost Allocation	6,200	6,600	<b>11,600</b>
Mileage	152	300	<b>200</b>
Travel and Conferences	742	800	<b>900</b>
Consultant Services	0	20,000	<b>10,000</b>
Legal Services	0	700	<b>700</b>
<b>Total Expenditures</b>	<b>\$18,414</b>	<b>\$38,800</b>	<b>\$42,900</b>



**BUDGET TASK: REGIONAL TRANSIT****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Claire Grasty

**OBJECTIVES:** Support transit planning and improvement of transit and paratransit services throughout Ventura County and support the providers of those services. Assist in the implementation of VCTC, regional and federal transit plans and initiatives.

**ACCOMPLISHMENTS:** Staffed the VCTC Transit Operators Advisory Committee (TRANSCOM) meetings. Completed the TDA Triennial Performance Audit as well as the Title VI report. Managed the VCTC Unmet Transit Needs Process and prepared recommendations for the Commission. Continue to participate in the development of Ventura County emergency planning.

**DESCRIPTION:** This is an ongoing task which includes coordination and monitoring of transit performance in and around Ventura County. This task budget has increased nearly 50% due to the inclusion of the College Pass Pilot Program. With the exception of this project, the Regional Transit budget has decreased almost 4% from the previous fiscal year, due mostly to major consultant projects ending. This task includes working with regional, state and federal transportation agencies, including Commission funding partners.

As mentioned, one of the major projects in this budget is the implementation of the highly requested College Pass Pilot Program, funded by the Low Carbon Transit Operations Program. This will provide free fares to students of the Ventura County Community College District, California State University Channel Islands and California Lutheran University for the upcoming school year with the intention of continuing the program in the future.

Other tasks in this budget include consultant support, continuing to work with all transit stakeholders in implementing a regional transit pass program that allows for a mobile ticketing option, grant writing support, surveying support and implementation support of the Human Services Coordinated Plan. New federal regulations now require transit operators to develop a transit asset management plan and safety management plan, for which training will be needed and a significant amount of staff time will be spent. Activities in this task include: development of transit plans and studies which are part of the on-going VCTC planning activities; process and analysis of TDA Unmet Transit Needs (UTN) findings; additional outreach and promotion of transit services; and participation in the disaster planning for Ventura County and creation of an agreement between the transit providers to formalize response to emergencies.

**WORK ELEMENTS:**

1. Provide input to State and regional agencies regarding plans, programs, regulations, and funding for transit and act as a conduit for information to the transit operators.
2. Coordinate transit planning with adjoining counties, transit operators, and County stakeholders.
3. Staff TRANSCOM including preparation of agendas and management of meetings.
4. Develop and implement the Transit Asset Management Plan for VCTC Intercity and Valley Express and work toward regional coordination of regional capital transit assets.
5. Coordinate transit fare activities and transfers between operators, including research and development of a regional transit pass program.



**BUDGET TASK: REGIONAL TRANSIT (continued)****DIRECTOR:** Martin Erickson**BUDGET MANAGER:** Claire Grasty**WORK ELEMENTS (continued):**

6. Manage and complete the annual Unmet Transit Needs process.
7. Assist in the improvement of transit schedules to facilitate improved coordination of services.
8. Prepare VCTC grant applications as funding opportunities arise.
9. Produce community outreach and promotional products for scheduled service changes and coordinated mobility services.

**PRODUCT:** Disseminate information to operators. Increase outreach and promotion of transit services in Ventura County. Continue efforts toward regional fare coordination and implementation of a regional fare media system that includes an option for mobile ticketing and online payment system. Develop and submit the Transit Asset Management Plan to the Federal Transit Administration. Manage/deliver the TDA Unmet Transit Needs process. Staff TRANSCOM and the Citizens Advisory Committee. Participate in the planning and programming activities of transit operators. Complete and submit FTA required reports.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA 5307 and CMAQ	\$ 704,800
LTF Fund Transfer	238,900
LCTOP	524,984
<b>Total Funding</b>	<b>\$1,468,684</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2016/2017 Actual</b>	<b>Fiscal Year 2017/2018 Budget*</b>	<b>Fiscal Year 2018/2019 Budget</b>
Salaries	\$214,233	\$197,300	<b>\$ 227,800</b>
Fringe and Tax	90,780	79,000	<b>98,900</b>
Indirect Cost Allocation	167,055	175,200	<b>194,400</b>
Business Meals	114	300	<b>300</b>
Membership and Dues	640	700	<b>1,200</b>
Mileage	1,378	2,100	<b>2,100</b>
Notices	9,752	0	<b>0</b>
Office Support	2,381	1,000	<b>1,000</b>
Training	2,425	3,000	<b>3,000</b>
Travel and Conferences	6,008	3,000	<b>6,000</b>
Consultant Services	213,999	489,000	<b>345,000</b>
Legal Services	219	2,000	<b>4,000</b>
Professional Services	2,400	0	<b>0</b>
College Pass Pilot Program	0	0	<b>524,984</b>
Outreach	0	20,000	<b>50,000</b>
Unmet Needs	2,490	10,000	<b>10,000</b>
<b>Total Expenditures</b>	<b>\$713,874</b>	<b>\$982,600</b>	<b>\$1,468,684</b>

\* This budget task was amended after the Commission approved the budget in June 2017.



**BUDGET TASK: REGIONAL TRANSPORTATION PLANNING****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge

**OBJECTIVES:** Participate in state, regional and local planning efforts that further the mission of the VCTC.

**ACCOMPLISHMENTS:** This task consolidates many of the day-to-day, local, regional and state level planning activities that the VCTC is responsible for.

During Fiscal Year 2017/2018 staff reviewed and commented on local development projects of significance and provided input on local planning efforts. At the regional level, staff continued working with the Southern California Association of Governments' (SCAG) monitoring the effects of the Regional Transportation Plan/Sustainable Communities Strategy.

During Fiscal Year 2017/2018, development of the Ventura County Traffic Model (VCTM) was completed. The VCTM was derived from the SCAG regional traffic model and is the most complex traffic model that VCTC has developed containing mode shift components and a Vehicle Miles Traveled (VMT) analysis module. The model has been used to support the County of Ventura's General Plan Update and will be used extensively in the U.S. 101 High Occupancy Vehicle (HOV) Project Approval and Environmental Documentation Project (PAED).

A Request for Proposal (RFP) has been issued for an update to the Ventura County Congestion Management Plan (CMP). This update will include new methodology for data collection and a more dynamic look at congestion throughout the County. It is anticipated that the update effort will carry-over and be completed in Fiscal Year 2018/2019.

Lastly as a result of restructuring of the Rideshare Program, a manager level position has been added to the planning staff. It is anticipated that the additional staff will provide the ability to manage additional needed studies as reflected in the anticipated work for Fiscal Year 2018/2019 below.

**DESCRIPTION:** This task is to provide regional perspective through review and comment on plans, participation in committees and development of new plans to address the regional transportation planning needs of the County.

The Fiscal Year 2018/2019 Regional Transportation Planning Task Budget is more ambitious than in years past and contains funding for multiple consultant assisted studies including completion of the CMP update, a multimodal corridor study. Each of these studies will be subject to the Commission approval prior to release of the RFP for consultant assistance.

The Regional Transportation Planning Budget for Fiscal Year 2018/2019 has increased by approximately \$40,000 from Fiscal Year 2017/2018 due to the inclusion of new studies and additional staff hours.



**BUDGET TASK: REGIONAL TRANSPORTATION PLANNING (continued)****DIRECTOR:** Steve DeGeorge**BUDGET MANAGER:** Steve DeGeorge**WORK ELEMENTS:**

1. Review and comment on plans and projects of regional significance.
2. Participate in regional planning efforts by SCAG, VCOG and other entities.
3. Complete the CMP update.
4. Issue an RFP and select consultant for the Corridor Study.
5. Conduct the traffic model runs in support of the CMP and U.S. 101 PAED.
6. Continue to coordinate with the County of Ventura on their General Plan Update.

**PRODUCT:** Plans and projects by this agency, as well as, others that reflect the transportation planning goals of VCTC.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$542,500
LTF Fund Transfer Carry-over	248,500
PPM	121,500
Local Contribution – APCD	50,000
<b>Total Funding</b>	<b>\$962,500</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2016/2017 Actual</b>	<b>Fiscal Year 2017/2018 Budget*</b>	<b>Fiscal Year 2018/2019 Budget</b>
Salaries	\$177,351	\$231,600	<b>\$234,300</b>
Fringe and Tax Allocation	64,142	101,000	<b>99,000</b>
Indirect Cost Allocation	132,266	211,000	<b>198,200</b>
Membership and Dues	10,000	12,000	<b>15,000</b>
Mileage	1,670	1,500	<b>1,500</b>
Notices	0	500	<b>500</b>
Office Support	7,062	1,000	<b>3,000</b>
Printing	9,400	35,000	<b>15,000</b>
Travel and Conferences	2,212	3,500	<b>4,000</b>
Consultant Services	181,524	323,000	<b>390,000</b>
Legal Services	14,784	2,000	<b>2,000</b>
<b>Total Expenditures</b>	<b>\$600,411</b>	<b>\$922,100</b>	<b>\$962,500</b>

\* This budget task was amended after the Commission approved the budget in June 2017.



**BUDGET TASK: TRANSPORTATION DEVELOPMENT ACT****DIRECTOR:** Sally DeGeorge**BUDGET MANAGER:** Sally DeGeorge

**OBJECTIVES:** Administer the Transportation Development Act (TDA) Local Transportation Funds (LTF) and State Transit Assistance (STA) funds in a cost-effective and timely manner while complying with State regulations.

**ACCOMPLISHMENTS:** VCTC continued to process LTF and STA claims and allocate funds in compliance with State laws and regulations. Annual fiscal and compliance audits of claimants were completed and submitted as required to the State Controller's Office and State Department of Transportation.

**DESCRIPTION:** As the State designated Regional Transportation Planning Agency (RTPA) for Ventura County, VCTC is responsible for the administration of the TDA funds (both LTF and STA). In Fiscal Year 2018/2019 the LTF revenues are estimated to be \$1.1 million higher than Fiscal Year 2017/2018. At \$673,535 the Bicycle/Pedestrian expenditure is lower than the previous year as there are no carry-over project funds.

It is estimated that there will be \$569,360 in available Section 99314 funds passed-through eligible recipients: City of Camarillo, City of Moorpark, City of Simi Valley, City of Thousand Oaks, and Gold Coast Transit District. SB 1 also added a new STA funding category, State of Good Repair funds, in the amount of \$149,622 for local agency pass-through projects. This is two years of funding as the funds were not budgeted in Fiscal Year 2017/2018. Additional audits will be required because of the new recipients and thus, the audit line item has increased. Southern California Regional Rail Authority is also a recipient of Section 99314 funds, but those funds are reflected in the Metrolink budget. Local agencies and Gold Coast Transit District will be eligible to claim \$29,772,355 in Articles 4 and 8 funds.

Staffing costs increased due to additional TDA work expected in the upcoming year for audit support and monitoring efforts.

**WORK ELEMENTS:**

1. Administer TDA (both LTF and STA) programs to ensure regulatory compliance with the Transportation Development Act regulations.
2. Assist city and County staffs in preparing TDA LTF and STA claims for transit, bicycle/pedestrian, and local street purposes; evaluate and process claims from local agencies; submit allocation instructions to the County Auditor-Controller to disburse the money and monitor the LTF and STA accounts in trust at the County.
3. Work with the County Auditor-Controller to prepare the revenue receipt estimate and monitoring of receipts.
4. Complete the annual fiscal and compliance audits of LTF, STA, Proposition 1B (Prop 1B) and Local Carbon Transit Operations Program (LCTOP) funds; submit completed audits to the State as required; review audits; and follow-up on compliance with claimants.



**BUDGET TASK: TRANSPORTATION DEVELOPMENT ACT (continued)****DIRECTOR:** Sally DeGeorge**BUDGET MANAGER:** Sally DeGeorge**PRODUCT:** A cost-efficient and effective administration of the TDA program.**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Revenues and Fund Transfer	\$30,600,090
STA State of Good Repair	149,622
STA Section 99314 Fund Transfer	569,360
<b>Total Funding</b>	<b>\$31,319,072</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2016/2017 Actual</b>	<b>Fiscal Year 2017/2018 Budget*</b>	<b>Fiscal Year 2018/2019 Budget</b>
Salaries	\$ 26,104	\$ 24,300	\$ 28,500
Fringe and Tax	11,387	10,500	12,600
Indirect Cost Allocation	20,534	22,100	24,500
Business Meals	0	100	100
Mileage	27	500	500
Travel and Conferences	0	500	500
Audits	48,425	61,000	70,000
Legal Services	0	3,000	3,000
County Auditor Administration	13,500	13,500	14,500
Pass-Through PUC 99314	150,000	291,624	569,360
Pass-Through State of Good Repair	0	0	149,622
Article 3 - Bicycles and Pedestrians	628,215	903,119	673,535
Article 4 - Transit	23,925,816	23,775,343	24,474,227
Article 8a and 8c - Streets, Roads, Transit	5,200,111	5,155,546	5,298,128
<b>Total Expenditures</b>	<b>\$30,024,119</b>	<b>\$30,261,132</b>	<b>\$31,319,072</b>

\* This budget task was amended after the Commission approved the budget in June 2017.





**BUDGET TASK: TRANSPORTATION PROGRAMMING****DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Judith Johnduff

**OBJECTIVES:** Facilitate the development and timely implementation of the highest priority transportation projects through funding provided by Federal and State revenue sources.

**ACCOMPLISHMENTS:** VCTC continues to fulfill its State and Federal mandates to develop the Transportation Improvement Program. This allows VCTC to obtain funding for projects through the State Transportation Improvement Program (STIP) and Federal Transportation Improvement Program (FTIP). VCTC provides local agencies with information on these programs and helps facilitate project delivery. Staff worked with the California Transportation Commission (CTC) and the Southern California Association of Governments (SCAG) in the selection of projects for the first three rounds of regional-share funds from the new Active Transportation Program (ATP) and assisted local agencies with implementation of projects programmed by VCTC including those funded with VCTC's apportionment of federal Congestion Mitigation and Air Quality (CMAQ) funds. This past year VCTC worked with Caltrans, Metrolink, the LOSSAN Corridor Agency, and the Santa Barbara County Association of Governments on applications for the first round of competitive programs funded by Senate Bill (SB) 1. VCTC also completed its biennial nomination for its share of the State Transportation Program, along with the biennial submittal to the Southern California Association of Governments for the Federal Transportation Improvement Program.

**DESCRIPTION:** Federal and State laws give VCTC responsibility for programming specific categories of transportation funding within Ventura County, including the Surface Transportation Program (STP), Congestion Mitigation & Air Quality (CMAQ) program, and Federal Transit Administration (FTA) funds. VCTC also prioritizes and nominates projects to the CTC for State Transportation Improvement Program (STIP) funding. The Commission prepares and submits to SCAG the Ventura County portion of the SCAG FTIP.

Staff will continue to work with local jurisdictions and transit operators to address fund programming issues, and will prepare the annual Program of Projects to set priorities for transit funding. Another round of ATP funding is scheduled, in which VCTC will play a role in selecting projects for the regional share of the program. Due to the biennial cycle of the Federal Transportation Improvement Program (FTIP) and State Transportation Improvement Program (STIP), there are no submittals scheduled in Fiscal Year 2018/2019 for these two programs.

Based on the experience of the past year, there is likely to be continued significant staff work as well as travel to attend meetings due to the new competitive grant programs contained in SB 1. Although the first round of grant cycles for SB 1 has concluded, another round is scheduled in 2020 for which agencies are already starting to prepare.



**BUDGET TASK: TRANSPORTATION PROGRAMMING (continued)****DIRECTOR:** Peter De Haan**BUDGET MANAGER:** Judith Johnduff**WORK ELEMENTS:**

1. Identify opportunities to participate in State and Federal funding programs.
2. Select projects for CMAQ, FTA funds, and other funds when available, and prepare recommendations for approval by VCTC and committees.
3. Work with local jurisdictions to prepare FTIP amendments as necessary and monitor and resolve issues for projects programmed by the Commission.
4. Participate in Guidelines development for various fund sources including the next round of SB 1 programs; develop strategy for nomination of projects for funding, including on a preliminary basis the SB 1 competitive applications scheduled for 2020, and seek approval for submitted projects.
5. Staff the Transportation Technical Advisory Committee (TTAC).

**PRODUCT:** Selection of projects for funding to provide the greatest benefit based on approved criteria; updating the 2017 and 2019 FTIPs as required; development of the Fiscal Year 2019/2020 Program of Projects for federal transit funds; preparation of competitive grant applications as appropriate.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA 5307, 5310	\$103,683
LTF Fund Transfer	22,840
PPM	176,477
PPM Carry-over	40,000
<b>Total Funding</b>	<b>\$343,000</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2016/2017 Actual</b>	<b>Fiscal Year 2017/2018 Budget*</b>	<b>Fiscal Year 2018/2019 Budget</b>
Salaries	\$139,106	\$117,900	<b>\$132,800</b>
Fringe and Tax	57,908	46,900	<b>53,700</b>
Indirect Cost Allocation	107,905	104,500	<b>110,900</b>
Business Meals	164	500	<b>300</b>
Communications	730	0	<b>0</b>
Membership and Dues	510	600	<b>600</b>
Mileage	1,577	1,100	<b>1,300</b>
Notices	277	500	<b>300</b>
Travel and Conferences	3,686	3,300	<b>4,600</b>
Consultant Services	375	49,900	<b>35,000</b>
Legal Services	3,390	3,000	<b>3,500</b>
<b>Total Expenditures</b>	<b>\$315,628</b>	<b>\$328,200</b>	<b>\$343,000</b>

\* This budget task was amended after the Commission approved the budget in June 2017.



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## GENERAL GOVERNMENT PROGRAM TASK BUDGETS



**BUDGET TASK: COMMUNITY OUTREACH****DIRECTOR:** Darren Kettle**BUDGET MANAGER:** Donna Cole

**OBJECTIVES:** Increase public awareness of, and support for, VCTC and its programs.

**ACCOMPLISHMENTS:** Continuing to establish a VCTC brand and increasing public awareness of VCTC's role as a regional planner and provider of transportation projects and services were primary goals for Fiscal Year 2017/2018.

A suite of information was developed that included social media, drive-time radio, targeted media relations and community newspaper advertorials running in local and specialty publications throughout Ventura County. Fiscal Year 2018/2019 will focus heavily on increasing VCTC's digital presence, including the launch of a new and refreshed website.

In the past, most of our paid promotions have been associated with specific events. To raise awareness for VCTC in Fiscal Year 2018/2019 we are developing a paid "evergreen" campaign to promote all facets of the agency all year long. These will appeal to our many target audiences: College Students, Seniors, Disabled, Veterans and Active Military, General Working Professionals, Drivers and Commuters, Cyclists, Farmers, Tourists, Beachgoers, Outlet Shoppers and Employees.

In Fiscal Year 2018/2019 VCTC will host the Second Student Transportation Summit. Through a partnership with Ventura County Economic Development Association and Ventura County Civic Alliance, the event will be promoted to all students attending a Ventura County College and will address "livability" issues facing college graduates and young professionals in Ventura County, such as housing, employment, land use, environment and quality of life. The format will include captivating "TED-style" speakers, a facilitated mapping/visioning exercise and will tie into university course content. The event will be held at the centrally located at the Community Foundation Building in Camarillo.

Participation in community events is a mainstay of VCTC outreach. In Fiscal Year 2017/2018 VCTC participated in, sponsored, and supported numerous events. The event calendar included Mobility 21, Ride Week, the Ventura County Housing Conference, Santa to the Sea, Earth Day and Bike to Work Week. At each event, branded information and promotional items were distributed based on the purpose of the event and the demographics of participants.

In previous years VCTC staffed a booth at the Ventura County Fair with a very low return on our investment. In Fiscal Year 2017/2018 VCTC chose to discontinue staffing a booth and, instead, sponsored the parking lot shuttle buses. The VCTC banner was attached to the shuttles and the logo appeared in various places throughout the fairgrounds and in print. The cost was significantly lower since staff was not required for 12 hours a day for 10 days. In Fiscal Year 2018/2019 VCTC will again sponsor the parking lot shuttle buses.

The Fiscal Year 2018/2019 budget has increased by \$64,500 over last year. Community Events is increased by \$10,000 to enable VCTC to sponsor and participate in more local events. Also, Youth Programs has increased by \$3,200, as we are increasing the Student Summit attendance at a larger venue. Both the Salaries and Consultant Services line have been increased to accommodate staff costs for assistance in developing the new website.



**BUDGET TASK: COMMUNITY OUTREACH (continued)****DIRECTOR:** Darren Kettle**BUDGET MANAGER:** Donna Cole

**DESCRIPTION:** The community outreach and education plan will focus on implementing strategies for enhancing awareness of, and community perception regarding VCTC's programs and services.

**WORK ELEMENTS:**

1. Provide public outreach through elevated digital presence via redesigned website and social media outlets.
2. Continue to promote youth involvement in transportation issues and development of youth-focused collateral materials.
3. Participate in public forums, meetings, workshops and community events.
4. Continue to promote active transportation, such as walking and biking.

**PRODUCT:** Increased public awareness of VCTC and its programs.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
FTA (CMAQ)	\$504,500
LTF Fund Transfer	10,000
<b>Total Funding</b>	<b>\$514,500</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2016/2017 Actual</b>	<b>Fiscal Year 2017/2018 Budget</b>	<b>Fiscal Year 2018/2019 Budget</b>
Salaries	\$ 90,882	\$ 95,400	<b>\$110,900</b>
Fringe and Tax	36,880	39,600	<b>46,900</b>
Indirect Cost Allocation	69,975	85,600	<b>93,900</b>
Mileage	170	0	<b>100</b>
Office Support	0	1,000	<b>1,000</b>
Consultant Services	207,952	180,000	<b>190,000</b>
Legal Services	0	400	<b>500</b>
Collateral Materials	0	0	<b>10,000</b>
Community Events	48,501	25,000	<b>35,000</b>
Public Transit Services*	115,020	0	<b>0</b>
Rideshare**	137,299	0	<b>0</b>
Youth Programs	20,345	23,000	<b>26,200</b>
<b>Total Expenditures</b>	<b>\$727,024</b>	<b>\$450,000</b>	<b>\$514,500</b>

\*Public Transit Services Outreach is now included in Transit and Transportation Program – Regional Transit Planning and VCTC Intercity Services.

\*\*Rideshare Outreach is now included in the Commuter Assistance Program – Rideshare.





**BUDGET TASK: MANAGEMENT AND ADMINISTRATION****DIRECTOR:** Darren Kettle**BUDGET MANAGER:** Darren Kettle

**OBJECTIVES:** To manage the day-to-day business and operations of the Ventura County Transportation Commission.

**ACCOMPLISHMENTS:** This task accomplishes the day-to-day activities of managing all aspects of the Commission that include management oversight of all tasks included in this budget.

**DESCRIPTION:** The primary purpose of this task is to manage the day-to-day operations of VCTC. Included in these activities are Human Resources management and managing the activities of a contracted part-time human resources professional to ensure VCTC is in compliance with human resources rules and regulations. This budget also includes the management oversight of the agency's revenues and expenditures, accounting controls as well as ultimate responsibility for the annual VCTC budget. The Executive Director manages all VCTC employees, evaluates senior staff, and has regular interaction with General Counsel on legal matters. This task also supports the time necessary for development of the Commission's monthly agenda and review of agendas for technical advisory committees. A key function of the Executive Director is regular interaction with policy makers, senior appointed staff from local, State and Federal agencies, business and community stakeholders, and external partners. Finally, there are a variety of lesser, but nonetheless time consuming, general internal operational elements that require the attention of VCTC management.

VCTC utilizes an indirect cost allocation rate which is based on an estimate to allow a fair and equitable sharing of indirect costs to all projects. Because the rate is an estimate, the actual indirect expenditures are reconciled and adjusted (for over/under charges) against a future year. If the indirect costs collected were higher than the estimate, an adjustment is made to expenses and paid out of the unassigned general fund balance. However, if the indirect costs collected were less than the estimate, the indirect rate for the current year will be increased to cover the previous shortage. The indirect costs were under recovered in Fiscal Years 2015/2016 and 2016/2017 due to lower staff costs than anticipated and, therefore, no adjustment was needed to the Management and Administration budget.

**WORK ELEMENTS:**

1. Manage agency personnel and general human resources activities.
2. Manage and monitor annual budget activities.
3. Manage and oversee financial activities of the Commission including revenues and expenditures, serve as control element in accounting practices, and facilitate multiple annual audits.
4. Develop the monthly Commission agendas.
5. Prepare agendas and provide recommended policy guidance to VCTC staffed technical advisory committees.
6. Ensure regular and constant communication and accessibility to Commissioners.
7. Maintain frequent and regular external relations with elected and appointed officials at all levels of governments, the media and business and community stakeholders.





**BUDGET TASK: MANAGEMENT AND ADMINISTRATION (continued)****DIRECTOR:** Darren Kettle**BUDGET MANAGER:** Darren Kettle**PRODUCT:** Efficient, accountable, transparent, accessible and responsive "Good Government" Commission operations.**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$358,800
<b>Total Funding</b>	<b>\$358,800</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2016/2017 Actual</b>	<b>Fiscal Year 2017/2018 Budget</b>	<b>Fiscal Year 2018/2019 Budget</b>
Salaries	\$133,332	\$127,600	<b>\$130,300</b>
Fringe and Tax	46,794	44,400	<b>47,000</b>
Indirect Cost Allocation	98,655	109,100	<b>105,500</b>
Business Meals	1,538	1,500	<b>500</b>
Employee Recognition	0	0	<b>1,000</b>
Membership and Dues	3,000	3,500	<b>3,500</b>
Mileage	311	1,000	<b>1,000</b>
Travel and Conferences	1,226	5,000	<b>5,000</b>
Consultant Services	6,000	10,000	<b>10,000</b>
Legal Services	3,891	1,000	<b>1,000</b>
Commissioner Expenses	13,358	30,000	<b>30,000</b>
Hardware and Software Replacement	6,526	18,900	<b>22,000</b>
Offsite Storage and Hosting	1,803	4,000	<b>2,000</b>
<b>Total Expenditures</b>	<b>\$316,434</b>	<b>\$356,000</b>	<b>\$358,800</b>



**BUDGET TASK: STATE AND FEDERAL GOVERNMENTAL RELATIONS****DIRECTOR:** Darren Kettle**BUDGET MANAGER:** Darren Kettle

**OBJECTIVES:** Foster VCTC's involvement in a broad range of state and federal governmental settings encouraging policies that support VCTC programs.

**ACCOMPLISHMENTS:** VCTC has continued to develop cooperative working relationships to carry-out the annual Legislative Program and support transportation funding in Ventura County. A notable event in 2017 was the passage of the State's Road Rehabilitation and Accountability Act, Senate Bill (SB) 1, passing both houses of the Legislature by a two-thirds vote, in April 2017. In Washington, the Administration has proposed a \$1.5 trillion infrastructure package although no action is anticipated before the 2018 election.

**DESCRIPTION:** VCTC's legislative effort includes the development of a Legislative Program; monitoring of transportation legislation and regulations under development which could affect Ventura County; briefing legislative and congressional members and staff as appropriate; and participation in various advocacy groups including Mobility 21, California Association of Councils of Governments (CalCOG), the California Transit Association (CTA), and the Southern California Transportation Legislative Roundtable. Through its Legislative Program, VCTC advocates for Federal and State transportation funding and policies which support improved transportation for Ventura County.

The Trump Administration's infrastructure proposal sets for the program's general parameters, leaving the details to be worked out in legislation. Although VCTC's policy is to support increased infrastructure spending specifically for transportation, the Administration's proposal has generally been to emphasize the leveraging of private and local funding which would be of limited benefit to Ventura County given the lack of local resources for transportation. Furthermore, there has been a proposal to reduce federal transit funds to help pay for the package, which could ironically mean that the federal infrastructure package could lead to reducing the funds on which VCTC relies for the County's bus and rail systems. Furthermore, in 2018 discussions will likely be starting for reauthorization of the federal transportation program which is set to expire in 2020, with the federal transportation account projected to become insolvent at around the same time. VCTC will work with the other regional agencies and transit agencies to address any federal proposals as they come forward. Regarding state issues, VCTC will likely need to provide extensive information to the public on the effects of SB 1 particularly in terms of how these new state revenues will be used in Ventura County.

The proposed budget for the first six months reflects the continuing state advocacy contract with Delaney Hunter of California Advisors, formerly Gonzalez, Quintana, Hunter & Cruz. This contract expires December 31<sup>st</sup>, and to provide flexibility there is a slight increase provided for the new contract which will cover the second half of the fiscal year. There is also an increase in staff time for the contract procurement process. The business meals item has been reduced by \$1,000 given the decision of SCAG to cover the entire region's cost share for the annual Capitol Hill California Transportation Reception.



**BUDGET TASK: STATE AND FEDERAL GOVERNMENTAL RELATIONS (continued)****DIRECTOR:** Darren Kettle**BUDGET MANAGER:** Darren Kettle**WORK ELEMENTS:**

1. Participate in the CalCOG, the California Transit Association, Mobility 21, and the Southern California Legislative Roundtable.
2. Prepare monthly legislative updates and matrices.
3. Advocate VCTC's positions to appropriate parties through written materials, briefings and other available means.
4. Develop legislative support for transportation project funding within Ventura County, when consistent with VCTC's approved priorities.
5. Develop Request for Proposals and manage procurement process leading to new state legislative advocacy contract.
6. Work with transportation agencies in addressing implementation of the state's new SB 1 legislation, and disseminate public information regarding the use of SB 1 revenues in Ventura County.

**PRODUCT:** Outreach activities leading to fuller understanding and support for VCTC's programs.

**FUNDING:**

<b>Funding Source</b>	<b>Funding Dollars</b>
LTF Fund Transfer	\$223,600
<b>Total Funding</b>	<b>\$223,600</b>

**EXPENDITURE COMPARISON:**

	<b>Fiscal Year 2016/2017 Actual</b>	<b>Fiscal Year 2017/2018 Budget</b>	<b>Fiscal Year 2018/2019 Budget</b>
Salaries	\$ 41,841	\$ 48,500	<b>\$ 51,400</b>
Fringe and Tax	16,946	17,900	<b>19,800</b>
Indirect Cost Allocation	32,198	42,100	<b>42,300</b>
Business Meals	1,123	2,000	<b>1,000</b>
Membership and Dues	31,088	39,700	<b>39,700</b>
Mileage	719	800	<b>800</b>
Travel and Conferences	5,378	10,500	<b>10,500</b>
Consultant Services	54,596	54,900	<b>57,900</b>
Legal Services	1,884	200	<b>200</b>
<b>Total Expenditures</b>	<b>\$185,773</b>	<b>\$216,600</b>	<b>\$223,600</b>



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# VENTURA COUNTY TRANSPORTATION COMMISSION

## SUPPLEMENTAL INFORMATION



## APPENDIX A – ACRONYMS

AAA	Area Agency on Aging
AB	Assembly Bill
ACS	American Community Survey
ADA	Americans with Disabilities Act
AICUZ	Air Installations Compatible Use Zones
ALUC	Airport Land Use Commission
AMTRAK	American Track (National Railroad Passenger Corporation)
APC	Automated Passenger Counter
APCD	Air Pollution Control District
APTA	American Public Transportation Association
ARRA	American Recovery and Reinvestment Act
ASP	Application Service Provider
ATP	Active Transportation Program
AVL	Automatic Vehicle Locator
AVR	Average Vehicle Ridership
BNSF	Burlington Northern Santa Fe
Board	Board of Commissioners
CAD	Computer Automated Dispatch
CAFR	Comprehensive Annual Financial Report
CalAct	California Association for Coordinated Transportation
CalCOG	California Association of Councils of Governments
CalPERS	California Public Employer's Retirement System
Caltrans	California Department of Transportation
CalVans	California Vanpool Authority
CARB	California Air Resources Board
CAT	Camarillo Area Transit
CEO	Chief Executive Officer
CEPA	California Environmental Protection Agency
CEPAC	Coastal Express Policy Advisory Committee
CEQA	California Environmental Quality Act
CERBT	California Employer's Retiree Benefit Trust
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CHP	California Highway Patrol
CIP	Capital Improvement Plan
CLUP	Comprehensive Land Use Plan (for airports)
CMA	Congestion Management Agency
CMAQ	Congestion Mitigation and Air Quality
CMP	Congestion Management Plan
CMS	Changeable Message Signs
COLA	Cost of Living Adjustment
Commission	Ventura County Transportation Commission
County	County of Ventura



CPA	Certified Public Accountant
CPUC	California Public Utilities Commission
CRCC	Coast Rail Coordinating Council
CRM	Customer Relationship Management
CSMP	Corridor System Management Plan
CSR	Customer Service Representatives
CSUCI	California State University, Channel Islands
CTA	California Transit Association
CTA	County Transportation Authority
CTAC	Citizens Transportation Advisory Committee
CTC	California Transportation Commission
CTP	Comprehensive Transportation Plan
CTS	Commuter Transportation Services
CTSA	Consolidated Transportation Service Agency
DAR	Dial-A-Ride
DBE	Disadvantaged Business Enterprise
DJIA	Dow Jones Industrial Average
DMT	Division of Mass Transit
DMV	Department of Motor Vehicles
DOD	Department of Defense
DOF	Department of Finance
DOT	Department of Transportation
ECHO	Electronic Clearing House Operation
EEM	Environmental Enhancement and Mitigation
EIR	Environmental Impact Report
ETC	Employee Transportation Coordinator
FAA	Federal Aviation Administration
FAST Act	Fixing America's Surface Transportation Act
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FMO	Financial Management Oversight
FRA	Federal Railroad Administration
FSR	Financial Status Report
FTA	Federal Transit Administration (formerly UMTA)
FTE	Full Time Equivalent
FTIP	Federal Transportation Improvement Program
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GAAS	Generally Accepted Auditing Standards
GAGAS	Generally Accepted Government Auditing Standards
GAO	Government Accountability Office
GASB	Governmental Accounting Standards Board
GCT	Gold Coast Transit
GFOA	Government Finance Officers Association
GIS	Geographic Information System





GPS	Global Positioning System
GRH	Guaranteed Ride Home
GTFS	General Transit Feed Syntax
HTF	Highway Trust Fund
HOT	High Occupancy Toll
HOV	High Occupancy Vehicle
HVTS	Heritage Valley Transit Study
ICAP	Indirect Cost Allocation Plan
IIP	Interregional Improvement Program
ISTEA	Intermodal Surface Transportation Efficiency Act
IT	Information Technology
ITA	Interagency Transfer Agreement
ITS	Intelligent Transportation System
JARC	Jobs Access and Reverse Commute
JLUS	Joint Land Use Study
JPA	Joint Powers Authority
LA- METRO	Los Angeles County Metropolitan Transportation Authority
LACMTA	Los Angeles County Metropolitan Transportation Authority
LAFCO	Local Agency Formation Commission
LCTOP	Local Carbon Transit Operations Program
LLC	Limited Liability Company
LOS	Levels of Service (for traffic)
LOSSAN	Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency
LEED	Leadership in Energy and Environmental Design
LTF	Local Transportation Fund
MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century
MCGMAP	Multi-County Goods Movement Action Plan
METRO	Los Angeles County Metropolitan Transportation Authority
Metrolink	Operating name for SCRRRA (see SCRRRA)
MOU	Memorandum of Understanding
MOW	Maintenance of Way
MPAC	Managers Policy Advisory Committee
MPO	Metropolitan Planning Organization
MT	Mass Transit
MTA	Metropolitan Transit Authority
MTC	Metropolitan Transportation Commission
MTD	Metropolitan Transit District
NAS	Naval Air Station
NBVC	Naval Base Ventura County
NEPA	National Environmental Policy Act
NF	New Freedom
NTD	National Transit Database
OBVSS	On-board Video Surveillance System
OCTA	Orange County Transportation Authority
OEA	Office of Economic Adjustment



OES	Office of Emergency Services
OMB	Office of Management and Budget
OPEB	Other Post-Employment Benefits
OWP	Overall Work Program
PAC	Policy Advisory Committee
PAED	Project Approval and Environmental Document
PDS	Project Design Support
PEPRA	Public Employees' Pension Retirement Act
PERS	Public Employer's Retirement System
PMO	Project Management Oversight
POP	Program of Projects
POS	Point of Sale
PPM	Planning, Programming and Monitoring
PSR	Project Study Report
PTA	Public Transit Account
PTC	Positive Train Control
PTMISEA	Public Transportation, Modernization, Improvement, and Service Enhancement Account
PUC	Public Utilities Commission
PWA	Public Works Agency
RCTC	Riverside County Transportation Commission
RFGS	Rail Fixed Guideway System
RFP	Request for Proposal
RFQ	Request for Qualification
RHNA	Regional Housing Needs Assessment
RIP	Regional Improvement Program
ROE	Right of Entry
ROW	Right of Way
RTA	Regional Transit Authority
RTIC	Regional Transit Information Center
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agency
RTPI	Real-time Passenger Information
QR	Quick Response (codes)
SAFE	Service Authority for Freeway Emergencies
SanBAG	San Bernardino Associated Governments
SB	Senate Bill
SBCAG	Santa Barbara County Association of Governments
SCAG	Southern California Association of Governments
SCRRA	Southern California Regional Rail Authority
SCS	Sustainable Community Strategy
SHOP	Safety Highway Operations Program
SOV	Single Occupant Vehicle
SPBL	Santa Paula Branch Line



SPBLAC	Santa Paula Branch Line Advisory Committee
SR	State Route
S RTP	Short Range Transit Plan
SSTAC	Social Services Transportation Advisory Council
STA	State Transit Assistance
State	State of California
STB	Surface Transportation Board
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TAP	Transportation Alternatives Program
TCIF	Trade Corridor Improvement Fund
TDA	Transportation Development Act
TDM	Transportation Demand Management
TE	Transportation Enhancements
TEA	Transportation Enhancement Activities Program
TEA-21	Transportation Equity Act for the 21st Century
TEAM	Transportation Electronic Awards and Management
TED	Technology, Entertainment and Design
TIC	Transit Information Center
TIGGER	Transit Investments for Greenhouse Gas and Energy Reduction
TIP	Transportation Improvement Program
TMC	Traffic Management Center
TOT	Thousand Oaks Transit
TPA	Transportation Planning Agency
TRANSCOM	Transit Operators Advisory Committee
TRB	Transportation Research Board
TTAC	Transportation Technical Advisory Committee
TTY	Text Telephone
TVM	Ticket Vending Machine
UAL	Unfunded Accrued Liability
UP	Union Pacific
US	United States
UTN	Unmet Transit Need
UZA	Urbanized Area
VCAAA	Ventura County Area Agency on Aging
VCAPCD	Ventura County Air Pollution Control District
VCEDA	Ventura County Economic Development Association
VCAG	Ventura County Association of Governments
VCOG	Ventura Council of Governments
VCTC	Ventura County Transportation Commission
VCTM	Ventura County Traffic Model
VISTA	Ventura Intercity Service Transit Authority
VMT	Vehicle Miles Traveled
VOAD	Voluntary Organizations Active in Disaster



VOC	Volatile Organic Compounds
VRF	Vehicle Registration Fees



## APPENDIX B – GLOSSARY OF TERMS

The following explanations of terms are presented to aid in understanding the narrative discussions and illustrations included in this budget document and the terminology generally used in governmental accounting, auditing, financial reporting, and budgeting.

**Accountability** – The state of being obliged to explain one's actions, to justify what one does. Accountability requires a government to answer to its citizens to justify the raising of public resources and the purpose for which they are used.

**Accounting System** – The methods and records established to identify, assemble, analyze, classify, record, and report a government's transactions and to maintain accountability for the related assets and liabilities.

**Accrual Basis Accounting** – The method of accounting that recognizes the financial effect of transactions, events and interfund activities when they occur, regardless of the timing of cash flow.

**Appropriation** – A legal authorization granted by the governing body to expend monies, and incur obligations for a specific purpose.

**Assets** – The resources with present service capacity that the government presently controls.

**Assigned Fund Balance** – The assigned fund balance includes amounts that are intended by the government to be used for specific purposes, but are neither committed nor unassigned. These amounts have limitations resulting from intended use.

**Audit** – A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in the financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities. The auditor obtains this evidential matter through inspection, observation, inquiries and confirmations with third parties.

**Balanced Budget** – A budget that identifies revenues, other financing sources and available fund balances that funds operating and capital expenditures and other financing uses.

**Basis of Accounting** – A term used to refer to when revenues, expenditures, expenses, and transfers- and the related assets and liabilities – are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurement made, regardless of the nature of the measurement, on either the cash (when the transaction is received or paid) or the accrual method (when the event occurred).

**Bond** – A written promise to pay a specified sum of money (called the face value or principal amount) at a specified date or dates in the future (maturity date), together with periodic interest at a specified rate. Bonds are primarily used to finance capital projects.



**Budget** – A plan of financial activity for a specified period of time indicating all planned revenues and expenditures for the budget period. Annual budgets are usually required by law and are essential to sound financial management. The VCTC prepares an annual budget for its fiscal year.

**Budgetary Control** – The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and available revenues.

**Budget Document** – The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating governing body.

**Capital Outlay** – Expenditures resulting in the acquisition of or addition to the government's capital asset.

**Capital Project Fund** – A governmental fund type created to account for financial resources to be used for the acquisition or construction of a major capital project.

**Commercial Paper** – An unsecured short-term promissory note issued primarily by corporations with maturities ranging from two to 270 days. The credit risk of almost all commercial paper is rated by a rating service.

**Committed Fund Balance** – The committed fund balance includes amounts that can be used for specific purposes determined by formal action of the government's highest level of decision-making authority. These amounts have self-imposed limitations on use.

**Comprehensive Annual Financial Report (CAFR)** – A CAFR is a financial report that encompasses all funds of the government. In the financial section of the CAFR are the basic financial statements and required supplementary information as well as combining and individual fund financial statements as necessary. The CAFR also contains an introductory information and statistical section.

**Current Financial Resources Measurement Focus** – A measurement focus that reports on the near-term or current inflows, outflows and balances of spendable financial resources. This focus is unique to accounting and financial reporting for state and local governments and is used for reporting the financial position and results of operations of governmental funds.

**Debt** – An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants and notes.

**Debt Coverage Ratio** – This ratio is a comparative statistic illustrating the relationship between the pledged revenues to related debt service for a given year.

**Debt Limit** – The maximum amount of outstanding debt legally permitted.

**Debt Proceeds** – The difference between the face amount of debt and the issuance discount or the sum of the face amount and the issuance premium. Debt proceeds differ from cash receipts to the extent issuance costs, such as underwriters' fees, are withheld by the underwriter.



**Debt Service Fund** – A governmental fund type created to account for the accumulation of resources for and payment of general long-term debt principal and interest.

**Economic Resources Measurement Focus** – A measurement focus that reports on all inflows, outflows, and balances affecting or reflecting the entity's net position. This focus is used for proprietary funds as well as for government-wide financial reporting.

**Enterprise Fund** – A proprietary fund used to account for business like activities that provides goods or services to the general public for a fee.

**Expenditures** – Decrease in net financial resources on the transfer of property or services for the purpose of acquiring an asset or service.

**Fiduciary Funds** – Funds used to report assets held in a trustee or agency capacity for others and cannot therefore be used to support the government's own programs.

**Financial Advisor** – In the context of debt issuance, a consultant who advises the issuer on any of a variety of matters related to the issuance. The financial advisor sometimes also is referred to as the fiscal consultant.

**Financial Audit** – An audit designed to provide independent assurance whether the financial statements of a government entity are presented fairly in conformance with Generally Accepted Accounting Principles (GAAP).

**Financial Resources** – Resources that are or will become available for spending and include cash and resources ordinarily expected to be converted to cash i.e. receivables and prepaid assets.

**Fiscal Year** – A 12 month period to which the annual operating budget applies and at the end of which a government determines its financial position and results of its operations. For the VCTC, the 12-month period begins July 1st and ends June 30th.

**Fund** – A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities, and residual equities or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions and limitations.

**Fund Balance** – The difference between assets and liabilities reported in a governmental fund.

**Fund Type** – Any one of eleven classifications into which all funds are categorized in governmental accounting. Governmental fund types include general, special revenue, debt service, capital projects, and permanent funds. Proprietary fund types include the enterprise and internal service funds. Fiduciary fund types include pension trust, investment trust, private-purpose trust funds and agency funds.





**GASB 34** – Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*, was issued by the Governmental Accounting Standards Board and it established new financial reporting standards for State and local governments. Under the new financial reporting model, governmental financial statements include basic financial statements that present both government-wide and fund financial statements and require supplementary information, including Management's Discussion and Analysis. The VCTC implemented GASB 34 in Fiscal Year 2003/2004.

**GASB 45** – Statement No. 45, *Accounting for Other Post-employment Benefits (OPEB)*, issued by the Governmental Accounting Standards Board and implemented by VCTC in Fiscal Year 2008/2009. GASB 45 requires recognition of post-employment benefit costs, such as post-retirement health care costs, on an accrual basis over a period approximating the employee's years of service and to provide information about actuarial accrued liabilities associated with these benefits and whether and to what extent the plan is being funded.

**GASB 54** – Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, issued by the Governmental Accounting Standards board and implemented by VCTC in Fiscal Year 2011/2012. GASB 54 deals with fund balance reporting and governmental fund type definitions. In the fund financial statements, governmental funds report nonspendable, restricted, committed, assigned and unassigned fund balances to identify the extent to which the Commission is bound to honor constraints on the specific purposes for which amounts can be spent.

**GASB 68** – Statement No. 68, *Accounting and Financial Reporting for Pensions*, issued by the Governmental Accounting Standards Board and implemented by VCTC in Fiscal Year 2014/2015. GASB 68 requires reporting the net pension liability of the plan on the accrual accounting-based financial statements and enhancing the notes to the financial statements to provide a more comprehensive picture of the pension obligation and costs.

**General Fund** – The governmental fund type used to account for all financial resources, except those required to be accounted for in another fund.

**General Ledger** – A record containing the accounts needed to reflect the financial position and the results of operations of a government.

**Generally Accepted Accounting Principles (GAAP)** – These principles are the minimum standards and guidelines for financial accounting and reporting. GAAP encompasses the conventions, rules and procedures that serve as the norm for the fair presentation of financial statements and are set by GASB.

**Generally Accepted Auditing Standards (GAAS)** – Rules and guidelines established by the American Institute of Certified Public Accountants (AICPA) that govern the conduct of a financial audit.

**Generally Accepted Government Auditing Standards (GAGAS)** – Standard for the conduct and reporting of both financial and performance audits in the public sector promulgated by the Government Accountability Office through its publication *Government Auditing Standards*, commonly known as the "Yellow Book."



**Governmental Accounting Standards Board (GASB)** – The primary authoritative accounting and financial reporting standard-setting body on the application of GAAP to State and local governments.

**Governmental Funds** – Funds generally used to account for tax-supported activities. The VCTC's governmental funds are comprised of general and special revenue funds.

**Grant** – A contribution by a government or other organization to support a particular function or program. VCTC receives many of its funds from State and Federal grants.

**Internal Control** – Policies and procedures established to provide reasonable assurance that specific government objectives will be achieved.

**Independent Auditor** – An auditor, who is independent, both in fact and appearance, of the entities they audit. Both GAAS and GAGAS set specific criteria that must be met for an audit to be considered independent.

**Indirect Cost Allocation Plan** – A cost allocation plan developed to identify and document the cost incurred to administer State and Federal programs and is used to recover such indirect costs from program grants or reimbursement agreements.

**Inflow of resources** – An acquisition of net position by the government that is applicable to the reporting period.

**Internal Control** – Policies and procedures established to provide reasonable assurance that specific government objectives will be achieved.

**Joint Venture** – A legal entity or other organization resulting from a contractual agreement and that is owned, operated, or governed by two or more participants as a separate and specific activity for the benefit of the public or service recipients and in which the government retains an on-going financial interest or on-going financial responsibility. For example, the VCTC is a member agency of Southern California Regional Rail Authority (SCRRA/Metrolink).

**Legal Level of Budgetary Control** – The level at which a government's management may not reallocate resources without special approval from the legislative body.

**Liability** – The present obligations to sacrifice resources that the government has little or no discretion to avoid.

**Loan Receivable** – An asset account reflecting amounts loaned to individuals or organizations external to the Agency, including notes taken as security for such loans.

**Measurement Focus** – The accrual basis of accounting adapted to the governmental funds' measurement focus according to which revenues and other financial resource increments (i.e. bond issue proceeds) are recognized when they become susceptible to accrual that is when they become both "measurable" and "available to finance expenditures of the current period." Expenditures are recognized when the fund liability is incurred except for unmatured interest on general long-term debt and certain similar accrued obligations when due. The Commission's governmental funds are accounted for using the modified accrual basis of accounting.



**Modified Accrual Basis** – The basis of accounting where revenues are not recognized until they are both “measurable” and “available,” and expenditures are generally recorded when a liability is incurred, except for expenditures related to debt service and compensated absences, which are recognized when payment is due.

**Net Position** – The residual of all other financial statement elements presented in a statement of financial position.

**Nonspendable Fund Balance** – The nonspendable fund balance includes amounts that are not in spendable form (i.e. prepaid items) or are legally or contractually required to be maintained intact (i.e. permanent endowments). These amounts are inherently nonspendable.

**Other Financing Sources** – Amounts classified separately from revenues to avoid distorting revenue trends that represent an increase in current financial resources. Other financing sources generally include general long-term debt proceeds, amounts equal to the present value of minimum lease payments arising from capital leases, proceeds from the sale of general fixed assets, and transfers in from another fund.

**Other Financing Uses** – Amounts classified separately from revenues to avoid distorting revenue trends that represent a decrease in current financial resources. Other financing uses generally include transfers out from one fund to another and the amount of refunding bond proceeds deposited with the escrow agent.

**Outflow of Resources** – A consumption of net position by the government that is applicable to the reporting period.

**Overhead** – Indirect costs that cannot be specifically associated with a given service, program, or department and thus, cannot be clearly associated with a particular functional category.

**Principal** – In the context of bonds, other than deep-discount debt, the face value or par value of a bond or issue of bonds payable on stated dates of maturity.

**Program** – Group activities, operations, or organizational units directed to attaining specific purposes or objectives.

**Program Budget** – A budget wherein expenditures are based primarily on the functions or activities of a government rather than specific items of cost or to specific departments.

**Proprietary Fund** – A fund used to account for business-like activities of a government. Examples of proprietary funds include enterprise funds and internal service funds.

**Refunding Bonds** – Bonds issued to retire bonds already outstanding. The proceeds of refunding bonds may be used to repay the previously issued debt (current refunding) or to be placed with an escrow agent and invested until used to pay principal and interest on an old debt at a future date (advance refunding).

**Reimbursement Grant** – A grant for which a potential recipient must first incur qualifying expenditures to be eligible.



**Reserved Fund Balance** – Those portions of a governmental fund's net assets that are not available for appropriation.

**Restricted Fund Balance** – The restricted fund balance includes amounts that are constrained by the specific purposes stipulated by external resource providers (law, creditor, bond covenant) and/or imposed constitutionally or by enabling legislation. These amounts have external enforceable limitations on use.

**Special Revenue Fund** – A governmental fund type used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specific purposes. VCTC's special revenue funds are the Local Transportation Fund, the State Transit Assistance Fund and the Service Authority for Freeway Emergencies.

**Spendable Fund Balance** – The spendable fund balance includes amounts that are in spendable form and are considered available for spending. Amounts in the spendable fund balance category are further classified in the following hierarchy: restricted, committed, assigned or unassigned.

**Transfers** – All interfund transfers representing flows of assets between funds of government without equivalent flows of assets in return and without a requirement for repayments.

**Trust Fund** – A fiduciary fund type used to report pension, investment, or private-purpose trust arrangements, under which principal and income benefit individuals, private organizations, or other government.

**Trustee** – A fiduciary holding property on behalf of another.

**Unassigned Fund Balance** – The unassigned fund balance includes the residual funds for the general fund and includes all amounts not contained in the other classifications.



## APPENDIX C – SALARY SCHEDULE

### Ventura County Transportation Commission

#### Salary Schedule

Fiscal Year 2018/2019

Department/Position	FTE	Annual Range Bottom	Annual Range Top	Exempt vs. Non-Exempt
<b>TRANSIT AND TRANSPORTATION</b>				
Transit Director	1.0	109,108	147,921	E
Program Manager, Regional Transit Planning	1.0	70,132	109,871	E
Program Manager, Transit Contracts	1.0	70,132	109,871	E
Transit Planner	1.0	50,100	88,625	NE
Transit Specialist	1.0	43,827	63,545	NE
Lead Customer Service Representative	1.0	43,827	63,545	NE
Customer Service Representative	2.0	24,960	40,331	NE
Administrative Assistant	0.6	43,827	63,545	NE
<b>Transit and Transportation Subtotal:</b>	<b>8.6</b>			
<b>PLANNING AND TECHNOLOGY</b>				
Planning and Technology Director	1.0	109,108	147,921	E
Information Technology Systems Analyst	1.0	70,132	109,871	E
Program Manager, Transportation Planning	1.0	70,132	109,871	E
Program Analyst	1.0	50,100	88,625	NE
<b>Planning and Technology Subtotal:</b>	<b>4.0</b>			
<b>PROGRAMMING</b>				
Programming Director	1.0	109,108	147,921	E
Program Manager	1.0	70,132	109,871	E
Administrative Assistant	0.4	43,827	63,545	NE
<b>Programming Subtotal:</b>	<b>2.4</b>			
<b>FINANCE</b>				
Finance Director	1.0	109,108	147,921	E
Senior Accountant / Analyst	1.0	50,100	88,625	NE
Accounting Technician	1.0	43,827	63,545	NE
<b>Finance Subtotal:</b>	<b>3.0</b>			
<b>ADMINISTRATION</b>				
Executive Director	1.0	0	248,843	E
Clerk of the Board/Public Information Officer	1.0	70,132	109,871	E
Receptionist/Secretary	1.0	43,827	63,545	NE
<b>Administration Subtotal:</b>	<b>3.0</b>			
<b>Total Budgeted Positions</b>	<b>21.0</b>			
<b>APPROVED POSITIONS NOT BUDGETED</b>				
Intern	1.0	24,960	40,331	NE
Analyst	1.0	50,100	88,625	NE
Program Manager, Highway Capital	1.0	70,132	109,871	E



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